



**UNITED STATES POSTAL SERVICE
Washington, DC 20260-5228**

Handbook F-22
PSDS Time and Attendance

Transmittal Letter 3
May 1992

- A. Explanation.** This is a complete revision of Chapter 7 of Handbook F-22. Please remove and destroy all of Chapter 7 dated October 1990.
- B. Distribution.** This revision is being distributed to organizations on the standard Headquarters and field distribution lists; PSDS Offices; and division, regional, and Headquarters Finance personnel.

C. Comments

1. Address all questions or comments regarding the content of this directive to:

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2. Address all suggestions regarding the organization or language of this directive to:

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- D. Effective Date.** This revision is effective upon receipt.

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Contents

Chapter 1--Overview of PSDS

<p>110 Introduction..... 3</p> <p>111 Purpose</p> <p>112 Payroll System Overview</p> <p style="padding-left: 20px;">112.1 Organization</p> <p style="padding-left: 20px;">112.2 Employee Classifications</p> <p style="padding-left: 20px;">112.3 Indicative Data</p> <p>113 PSDS System Overview</p> <p style="padding-left: 20px;">113.1 Communications Network</p> <p style="padding-left: 20px;">113.2 Host Computer</p> <p style="padding-left: 40px;">113.21 Description</p> <p style="padding-left: 40px;">113.22 On-Line System</p> <p style="padding-left: 40px;">113.23 Off-Line System</p> <p style="padding-left: 20px;">113.3 Field Equipment</p> <p style="padding-left: 40px;">113.31 Equipment Type</p> <p style="padding-left: 40px;">113.32 Main Facility Device Controller</p> <p style="padding-left: 40px;">113.33 Employee Badge Reader</p> <p style="padding-left: 40px;">113.34 Transactor and Alphanumeric Device</p> <p style="padding-left: 60px;">113.341 Description</p> <p style="padding-left: 60px;">113.342 Operation</p> <p style="padding-left: 40px;">113.35 Badge Preparation Equipment (BPE)</p> <p style="padding-left: 20px;">113.4 Transaction Types</p> <p style="padding-left: 40px;">113.41 Normal Rings (TR 31-35)</p> <p style="padding-left: 40px;">113.42 Authorizations (TR 2L, 2H, 29)</p> <p style="padding-left: 40px;">113.43 Adjustments (TR 43, 5, 6)</p> <p style="padding-left: 40px;">113.44 Inquiries (TR 70, 76, 81, 82)</p> <p style="padding-left: 40px;">113.45 Carrier Route Transactions (TR 41, 42)</p> <p>114 Timekeeping Organization</p> <p style="padding-left: 20px;">114.1 Overview</p> <p style="padding-left: 40px;">114.11 Positions</p> <p style="padding-left: 40px;">114.12 Separation of Responsibility</p> <p style="padding-left: 20px;">114.2 Privacy Act Considerations</p> <p>115 Division of Responsibility</p> <p style="padding-left: 20px;">115.1 Supervisor Responsibilities</p> <p style="padding-left: 20px;">115.2 Timekeeper Responsibilities</p> <p style="padding-left: 20px;">115.3 Employee Responsibilities</p> <p>116 Other Timekeeping-Related Activities</p> <p style="padding-left: 20px;">116.1 Designated Adjustment Clerk</p> <p style="padding-left: 20px;">116.2 Designated Microfiche Custodian</p> <p>120 Employee and Authorizer Access..... 7</p> <p>121 Employee Badge</p> <p style="padding-left: 20px;">121.1 Description and Use</p> <p style="padding-left: 20px;">121.2 Embossed Information</p> <p style="padding-left: 20px;">121.3 Multiple Employee Badges</p> <p style="padding-left: 20px;">121.4 Badge Maintenance and Control</p>	<p style="padding-left: 20px;">121.41 Responsibility</p> <p style="padding-left: 20px;">121.42 Requirements</p> <p>121.5 Lost or Replacement Badges</p> <p style="padding-left: 20px;">121.51 Reporting</p> <p style="padding-left: 20px;">121.52 Documentation</p> <p style="padding-left: 20px;">121.53 Replacement of Badges</p> <p>122 Authorizer Access</p> <p style="padding-left: 20px;">122.1 Authorizers</p> <p style="padding-left: 20px;">122.2 Security</p> <p>130 Special Processing Conditions 9</p> <p>131 Cutoff Times</p> <p style="padding-left: 20px;">131.1 Definition</p> <p style="padding-left: 20px;">131.2 Daily Cutoff Times</p> <p style="padding-left: 40px;">131.21 Daily, except on Day 01</p> <p style="padding-left: 40px;">131.22 Day 03 and Day 14 MINISPLIT</p> <p style="padding-left: 40px;">131.23 Day 01 (Day 14 Final Split)</p> <p style="padding-left: 20px;">131.3 Weekly Cutoff Times</p> <p style="padding-left: 40px;">131.31 Week One</p> <p style="padding-left: 40px;">131.32 Week Two</p> <p>132 Daylight Savings Time</p> <p style="padding-left: 20px;">132.1 Cutoff Times</p> <p style="padding-left: 20px;">132.2 Queue Time and Print Time</p> <p>133 Time Periods</p> <p style="padding-left: 20px;">133.1 Service Week and Service Day</p> <p style="padding-left: 40px;">133.11 Service Week</p> <p style="padding-left: 40px;">133.12 Service Day</p> <p style="padding-left: 60px;">133.121 Definition</p> <p style="padding-left: 60px;">133.122 Examples</p> <p style="padding-left: 20px;">133.2 Calendar Day and Day of the Pay Period (DPP)</p> <p style="padding-left: 40px;">133.21 Calendar Day</p> <p style="padding-left: 40px;">133.22 Day of Pay Period (DPP)</p> <p style="padding-left: 60px;">133.221 Current Pay Period, DPP</p> <p style="padding-left: 60px;">133.222 Prior Pay Period, DPP</p> <p>134 Basic Clock Rings</p> <p style="padding-left: 20px;">134.1 Definition</p> <p style="padding-left: 20px;">134.2 Exception</p> <p>140 Forms Used..... 11</p> <p>Table of Exhibits..... 13</p>
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Chapter 1 Overview

110 Introduction

111 Purpose

111.1 This handbook provides a detailed description of the procedures timekeepers and supervisors must follow when recording time and attendance related information.

111.2 These instructions establish official time and attendance procedures for all postal installations in the Postal Source Data System (PSDS). This handbook and Handbook F-21, *Time and Attendance*, cover time and attendance procedures for all postal installations, including Headquarters and Headquarters-related units. It is not the intent of these instructions to in any way amend or conflict with the provisions of the collective bargaining agreements negotiated between the Postal Service and officially-recognized employee organizations, or with policies and procedures contained in the *Employee and Labor Relations Manual* or other policy manuals.

111.3 The payroll system has been designed with the controls necessary to ensure that all employees are properly paid and that such pay is in compliance with all applicable laws and U.S. Postal Service policy. The integrity of the system requires strict compliance with these procedures by supervisors and timekeepers.

111.4 The instructions in this handbook will occasionally be supplemented by those appearing in:

- a. Postal Service Manuals
- b. Postal Bulletins
- c. Time and Attendance Information Memoranda
- d. Administrative Printer Messages
- e. FAX Messages
- f. Management Instructions

111.5 All references to employees in this document designate both sexes. Whenever the male or female gender is used, it should be interpreted to include both male and female employees.

111.6 The word 'timekeeper' in this document refers to supervisors, or their designee, and PSDS technicians who are required to perform the timekeeping function.

112 Payroll System Overview

112.1 Organization. The Postal Service time and attendance data collection system has six distinct units:

a. *Headquarters.* Develops policies and procedures to be followed both in collecting time and attendance data and in calculating the pay due employees.

b. *Regional Headquarters.* Administers the system throughout the respective Regions.

c. *Divisions.* Administers the system in the facilities reporting to them.

d. *Wilkes-Barre Postal Data Center.* Accumulates time and attendance data, calculates time and leave credits, and transmits time card records to the Minneapolis Postal Data Center (PDC).

e. *Post Offices and Other Postal Facilities.* Enforces the instructions contained in this handbook, distributes paychecks, and processes requests for pay adjustments of improperly paid employees.

f. *Minneapolis Postal Data Center.* Receives time and leave credits from Wilkes-Barre, calculates the pay due an employee, prepares and sends employee paychecks to the proper Postal facility, and processes adjustments for an erroneously paid employee.

112.2 Employee Classifications. The Postal Service work force is composed of six types of employee classifications:

a. *Full-time regular employees* are career annual rate employees who are assigned to an established work schedule of forty or more hours per service week. These include full-time bargaining unit employees and full-time salaried nonbargaining unit employees.

b. *Full-time flexible employees* are part-time flexible employees within a craft or occupational group who work 5 days a week (40 hours) over a period of 6 months. The senior part-time flexible employee is then converted to full-time flexible status.

c. *Part-time regular employees* are career hourly rate employees. This category includes part-time regular bargaining unit employees and part-time salaried employees who are assigned to an established work schedule of less than 40 hours per service week.

d. *Part-time flexible schedule employees* are career hourly rate bargaining unit employees who are available to work flexible hours as assigned by management during the course of a service week.

e. *Casual employees* are hourly rate nonbargaining unit employees with a non-career appointment not to exceed two 90-day terms of employment in a calendar year and not more than 21 days during the Christmas period. These employees make up a supplemental work force in accordance with the collective bargaining agreements.

f. *Temporary employees* are hourly rate nonbargaining unit employees with a non-career appointment for a period of up to, but not in excess of, one year.

112.3 Indicative Data. The computers calculating employee's pay and charge hours and dollars to salary accounts use the following elements:

a. *Rate Schedule Code.* The salary schedule used to pay the employee. Exhibit 1-1 identifies Rate Schedule Codes and describes the employees covered by each code.

b. *Designation Code.* A two-digit number indicating the type of position to which an employee has been assigned so that the proper salary account can be charged. Exhibit 5-2 lists the designation codes. As shown on the exhibit, the designation code is also used to determine whether an individual is a full-time, part-time regular, part-time flexible, casual, or temporary employee.

c. *Level and Step.* Indicate the employee's grade and achieved step within the assigned Salary Rate Schedule.

d. *Labor Distribution Code (LDC).* A two-digit number identifying the employee's major activity. These codes are the means by which meaningful work hour, labor utilization, and other financial reports are prepared. Refer to Handbook F-2, *Functional Management*, for a complete listing of LDCs.

113 PSDS System Overview

113.1 Communications Network

113.11 PSDS operates continuously, 7 days a week, 24 hours a day. Constant communication is

maintained between post offices and Telecommunications Facilities as transactions come from post offices and printed reports return.

113.12 Communication lines link 124 of the largest postal facilities to two Telecommunications Facilities (TCFs) located in St. Louis and Wilkes Barre. These TCFs monitor the communication link for the local facilities and report all problems to the telephone companies.

113.13 Time and attendance recording devices in various locations in post offices, annexes, airport mail facilities (AMFs), vehicle maintenance facilities (VMFs), truck terminals, stations and branches, and BMCs, are linked by cables and telephone lines to a central point called a data collection site (DCS). The DCS collects and stores all messages generated by input devices at the various locations, then transmits them through the servicing TCF to the Wilkes-Barre PDC.

113.14 The Main Facility Device Controllers (MFDCs) are capable of storing data messages when communication between either the host/TCF or TCF/MFDC is interrupted. When the communication between the MFDC and the host (Wilkes Barre) is interrupted, the information stored will be transmitted to Wilkes Barre PDC for processing once communication is restored.

113.15 Output data is sent from Wilkes-Barre through the servicing TCF to the printers in the DCS at each post office. In some cases the printer at a post office is used to print reports for a nearby office.

113.2 Host Computer

113.21 Description. The host computer in the Wilkes-Barre PDC is an IBM mainframe computer, Model 3084.

113.22 On-Line System. The on-line system is that portion of the host computer that collects transactions as they are received from the TCFs and produces reports on sequence errors, carrier route errors, transaction errors, unidentified transaction error, and inquiries. At periodic intervals, called Time & Attendance cutoffs, a software program (the "split" program) reviews collected transactions for correctness and completeness. If all the transactions for an employee ID number are correct and complete, the transactions are separated from the on-line system to the off-line system.

113.23 Off-Line System. The off-line system is that portion of the host computer which receives correct and complete sets of transactions from the on-line system, calculates the total hours and pay credits for each employee, and produces summarized management reports based on these calculated hours.

113.3 Field Equipment

113.31 Equipment Type. The PSD System uses the following types of field equipment:

- a. Main facility device controller (MFDC)
- b. Employee badge readers (EBR)
- c. Transactors
- d. Alphanumeric devices
- e. High speed line printers
- f. Scale Workstation (SWS)
- g. Badge Preparation Equipment

113.32 Main Facility Device Controller. The MFDC is an AT&T computer, Model 3B2. This computer controls all devices within a PSDS office, time stamps transactions, stores transactions on magnetic disk, and forwards the transactions to the host computer.

113.33 Employee Badge Reader

113.331 The employee badge reader (EBR) is a data collection terminal that records clock rings. It consists of a keyboard, message display, external clock, and a magnetic stripe reader. The external clock records time in a 24-hour format, using hours and hundredths.

113.332 The EBR visual display shows its status (READY, ON-LINE) and the status of a transaction (ACCEPT, REJECT) visual display. It also produces a loud tone when a transaction is accepted or rejected.

113.333 Employees should follow these procedures when using the EBR.

a. Select a clock ring type, for example, a BT (begin tour) or a MV (move). Once a clock ring type is selected, the EBR prompts the employee through the transaction by displaying messages on the message display.

b. When the EBR is ready to accept clock rings, the two status indicators marked READY and ON-LINE will be lighted.

c. When a clock ring is made, the READY status indicator will go off while the transaction is being processed.

d. When the computer in the DCS accepts the transaction, the yellow status indicator marked ACCEPT lights momentarily and the EBR will beep to indicate completion of the transaction.

e. If the DCS computer rejects the transaction, the red status indicator marked REJECT lights momentarily and the EBR boops to indicate rejection.

f. When the transaction is complete, either accepted or rejected, the green READY status indicator again indicates readiness for the next clock ring.

g. If the DCS computer is down, or the communications path is inoperative, the ON-LINE status indicator will remain on, and the EBR will accept transactions. If the EBR is inoperative, all status indicators will be off or the time display will reflect four dashes.

113.34 Transactor and Alphanumeric Device

113.341 Description. Both the transactor and the alphanumeric device are AT&T PC 6300 desktop computers. The PC 6300 is equipped with a 20 megabyte hard disk and 640 kilobytes of random access memory. Internally, it is equipped with expansion boards that provide security, terminal emulation and communications. The distinction between a transactor and an alphanumeric device is a function of software and the configuration of the lower communications network. The transactor is connected to the DCS computer through a communication line; the alphanumeric device is connected directly to a port in the DCS computer.

113.342 Operation. In order to use the transactor or the alphanumeric device, an authorizer must have a logon ID and password for the DCS computer.

a. The application software is a menu driven system. An authorized user logs on to the DCS computer and makes a selection from the menu provided. The selections available will depend upon the authorizer's level of access, determined by DCS management.

b. After making a selection from the main menu, the authorizer will see a sub-menu detailing further selections available. The transaction screen will appear, allowing the user to enter the information into the system.

c. When the transaction is completed, press the transmit key to send the transaction to the DCS computer. The DCS computer will return an acknowledgement to the upper right corner of the screen when it has accepted the transaction. The message "transmitted" will appear on the message line and will remain until another key is depressed.

d. When all work at the transactor is completed, press the LOGOFF key to logoff. The transactor will automatically logoff if no key has been depressed for nine minutes.

113.35 Badge Preparation Equipment (BPE). Data Card Corporation's model 300 will be used to write on the badge's magnetic stripe and to emboss the front of the badge.

113.4 Transaction Types

113.41 Normal Rings (TR 31-35). Normal rings are employee originated, real time transactions. Real time, in this context, means that the actual time the employee makes the transaction is the effective time of the clock ring. Normal rings are transaction types TR 31-35.

113.42 Authorizations (TR 2L, 2H, 29)

113.421 An authorization is a transaction that enables the system to record types of work hours, premium pay, or leave for an employee. All authorizations must be approved before input. Not every hours type requires an authorization, even though it may be a premium hours type. For example, night differential and Sunday premium are automatically calculated by the system and do not require an authorization.

113.422 More than one authorization can apply to the same set of clock rings. For example, an employee can be on higher level and out-of-schedule premium at the same time. Authorization transaction types are TR 2L, 2H, and 29.

113.423 Authorizations can be entered in advance for the current pay period. Authorizations entered in advance will be held in the on-line system until the effective Day of the Pay Period (DPP) after which they will be split to the off-line system. If the authorization is part of a group of transactions containing a clock ring error, the authorization will not split until all the rings split. As long as the authorization remains on-line, it can be deleted.

113.43 Adjustments (TR 43, 5, 6). Adjustment transactions correct previously entered clock rings or clock ring totals. Adjustment transactions are

also transactions entered instead of normal transactions. Adjustment transaction types are TR 43, TR 5, and TR 6.

113.44 Inquiries (TR 70, 76, 81, 82). Inquiry transactions produce lists of clock ring information based on the key field requested. The transaction type determines the key field. For example, request an inquiry by machine number by entering a transaction type 70. Inquiry transaction types are TR 70, 76, 81, and 82.

113.45 Carrier Route Transactions (TR 41, 42).

Carrier route transactions identify a carrier with a route. Carriers who are working their normal assignment do not have to identify a route; their normal route assignment is coded into their employee master record. Other carriers assign themselves to the route they are working with a transaction 41, Route Assignment, or a transaction 42, Route Change. A TR 41 is a real time transaction, that is, the actual time the employee makes the transaction is the effective time of the route assignment. A TR 42 is an after-the-fact change of routes. That is, the actual change to a route occurred prior to the time the transaction is input.

114 Timekeeping Organization

114.1 Overview

114.11 Positions. The timekeeping organization in a Postal installation involves four types of positions:

a. The Postmaster or installation head is ultimately responsible for ensuring the accuracy of the entries into the PSD System, certifying time for each employee, and distributing paychecks to employees.

b. The supervisor schedules employees for work; monitors and certifies the day-to-day recording of time by individual employees; acts upon all requests for leave; and ensures that the timekeeper complies with the procedures described in this handbook.

c. The timekeeper adjusts clock rings, makes leave entries each day and at the end of the week and pay period, and maintains the necessary forms that support certain work and leave entries.

d. The adjustment clerk processes adjustment requests for erroneously paid employees.

114.12 Separation of Responsibility. In assigning timekeeping functions, a separation of responsibilities must be maintained. The individuals who are responsible for processing personnel documents or

distributing paychecks should not be involved with recording time and attendance information, nor should the same employees be assigned as adjustment clerks.

114.2 Privacy Act Considerations

114.21 Time and attendance records contain information about individuals. As such, they can be handled and disclosed only in accordance with the Privacy Act and implementing instructions.

114.22 An individual's time and attendance records are maintained within the Postal Service as the Privacy System entitled USPS 050.020, Finance Records-Payroll System.

115 Division of Responsibility

115.1 Supervisor Responsibilities. A supervisor, for purposes of timekeeping, is defined as the person responsible for directing an employee or group of employees in the performance of their duties. The supervisor is responsible for:

- a. Controlling employee access to badges.
- b. Making certain that employees clock in and out according to their assigned schedules and work assignments.
- c. Certifying all daily clock rings that have been generated by the system for full time and part-time regular employees and that deviate from the scheduled tour by more than 0.08 hours (5 minutes).
- d. Certifying all daily time and attendance reports for all employees.
- e. Processing all leave requests.
- f. Processing all temporary schedule changes.
- g. Completing supporting forms as required by the procedures.

115.2 Timekeeper Responsibilities. A timekeeper is the person responsible for keeping records of time worked and leave requested by employees. The timekeeper could be the postmaster, supervisor, or any other person whom the installation head designates as being responsible for the duties of a timekeeper. The timekeeper is responsible for:

- a. Racking badges for use by the employees.
- b. Correcting and adjusting daily and weekly reports.
- c. Recording scheduled and nonscheduled absences.

d. Examining, cleaning, or requesting replacement of employee badges.

e. Maintaining files of forms that support time and attendance entries.

f. Assisting the supervisor as the supervisor may require.

g. Assisting in the preparation of adjustment requests.

h. Answering time and attendance inquiries.

i. Making leave entries for employees.

115.3 Employee Responsibilities

115.31 All employees are required to use time recording devices daily if available or record time on manual input forms (see part 212).

115.32 All employees must enter clock rings in proper sequence in order that the elapsed time can be calculated and the administrative costs of timekeeping can be controlled.

116 Other Timekeeping-Related Activities

116.1 Designated Adjustment Clerk. Postmasters and installation heads will designate an adjustment clerk whose responsibility includes assisting employees, timekeepers, and supervisors in making adjustments to pay or leave balances. Employees responsible for processing personnel documents or distributing paychecks should not be involved with the recording of time and attendance information, nor should the same employees be assigned as adjustment clerks.

116.2 Designated Microfiche Custodian. Postmasters and installation heads also designate a microfiche custodian, who is responsible for maintaining files of microfilm for pay periods prior to 11-80, and microfiche files for pay periods subsequent to 10-80. This responsibility shall be given to an employee not personally engaged in preparing or approving time and attendance reports, processing personnel documents, handling payroll listings, or distributing paychecks. The Director of Finance or an employee of the accounting unit will be designated as custodian; such designation must be in writing.

120 Employee and Authorizer Access

121 Employee Badge

121.1 Description and Use. Every time and attendance message or transaction must be identified with the employee's ID number. A plastic badge (called an employee badge) with the employee's 9-digit ID number on it, is made available to the employee at work locations for use in entering clock rings into PSDS. Where necessary conditions warrant, local offices may use different colors for employee badges.

121.2 Embossed Information

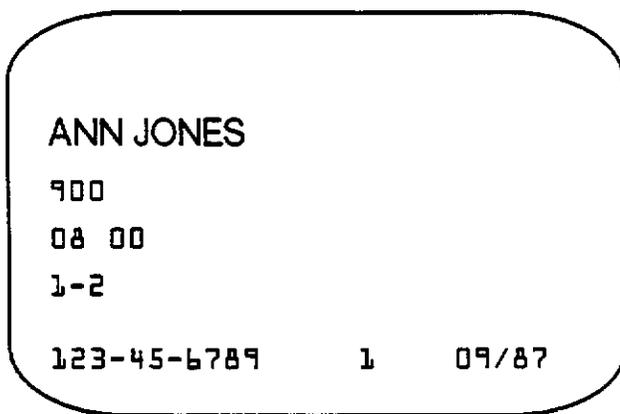
121.21 The following is embossed into each employee badge:

- a. Employee name
- b. Employee ID number
- c. Month and Year the badge was created

121.22 The following may be embossed into each employee badge:

- a. Scheduled start time
- b. Scheduled days-off
- c. Pay location

121.23 Between the employee ID and the month/year is a one digit field that is reserved for future use. In the interim, the number one (1) will be embossed in this field.



121.3 Multiple Employee Badges Where employees regularly perform service at more than one duty location, additional employee badges may be prepared and held at applicable locations. The

General Supervisor, PSDS Operations, or the Data Systems Management Officer (DSMO) is responsible for controlling and documenting outstanding multiple employee badges.

121.4 Badge Maintenance and Control

121.41 Responsibility. The General Supervisor, PSDS Operations, or the Data Systems Management Officer will develop and implement local post office badge control procedures, approved by local officials.

121.42 Requirements. An orderly procedure for maintaining and controlling employee badges must take into account:

- a. Procedures to meet the general administration of time, attendance, and leave (ATAL) requirements.
- b. The addition of new hires, the constant reassignment of employees to different pay locations, and separations.
- c. Availability of badges. Employee badges will be available for use at work locations no earlier than .08 hours before employees are scheduled to begin their tours. Badges not claimed by employees within .08 hours will have a Form 3971, *Request for or Notification of Absence*, initiated for no-call absentees.

121.5 Lost or Replacement Badges

121.51 Reporting. Employees and supervisors must report lost badges promptly to PSDS management to minimize the possibility of improper use of such badges.

121.52 Documentation. PSDS management should use reasonable effort to locate missing badges, after which the known particulars of the attendant circumstances should be documented in case follow-up action is required.

121.53 Replacement of Badges. Local office policy controls replacement of lost employee badges. When a lost badge is found, the duplicate is withdrawn and destroyed and the related lost badge documentation is amended to record such facts. Destroy all withdrawn and damaged badges by cutting them up. To record duplicate badge identification in the system, record it in the unused portion of the last name field, as explained in section 544.3.

122 Authorizer Access

122.1 Authorizers. Employees to whom the postmaster has specifically delegated the responsibility for entering clock-ring adjustments, authorizations, total hours adjustments, or inquiries are furnished logon IDs and passwords to gain access to the Main Facility Device Controller (MFDC) through the transactor or alpha-numeric device. PSDS management maintains a current AUTHORIZER LIST of employees delegated such responsibilities. The system automatically generate this list once every accounting period with the Employee Master File List - Numerical. Authorizers are printed on this control list when the authorizer's Employee Master Record (EMR) contains the special processing code 'A'. PSDS management is responsible for issuing logon IDs and for withdrawing them when the employees are removed from the list due to change of assignment or separation from the service.

122.2 Security. Each authorizer is responsible for safeguarding the logon ID issued to him/her, and her password which only she will know, and for ensuring that they are not used to enter unauthorized transactions. In event an authorizer's password becomes known, PSDS management must be notified immediately to delete that logon ID and issue a new one. PSDS management maintains a record of each logon ID and the events associated with maintaining its integrity.

130 Special Processing Conditions

131 Cutoff Times

131.1 Definition. A cutoff time indicates the latest time data can be accumulated before calculation and reporting. On-line error reports and inquiries print their cutoff time in the header information. Off-line reports have a regularly scheduled daily cutoff time. See Exhibit 1-17 for local office cutoff times.

131.2 Daily Cutoff Times

131.21 Daily, except on Day 01

Region	Time
Eastern Region	1:15 a.m. (0125), East Tm
Northeastern Region	1:15 a.m. (0125), East Tm
Central Region	1:15 a.m. (0125), Cent Tm
Southern Region	1:15 a.m. (0125), Cent Tm
Western Region	1:15 a.m. (0125), West Tm

131.22 Day 03 and Day 14 MINISPLIT

Region	Time
Eastern Region	5:45 p.m. (1775), East Tm
Northeastern Region	5:45 p.m. (1775), East Tm
Central Region	5:45 p.m. (1775), Cent Tm
Southern Region	5:45 p.m. (1775), Cent Tm
Western Region	5:45 p.m. (1775), West Tm

131.23 Day 01 (Day 14 Final Split)

Region	Time
Eastern Region	12:00 p.m. (1200), East Tm
Northeastern Region	12:00 p.m. (1200), East Tm
Central Region	11:00 a.m. (1200), Cent Tm
Southern Region	11:00 a.m. (1200), Cent Tm
Western Region	10:00 a.m. (1000), West Tm

131.3 Weekly Cutoff Times

131.31 Week One. The cutoff for week one is the Day 12 cutoff, which occurs at the following times on Day 13:

Region	Time
Eastern Region	1:15 a.m. (0125), East Tm
Northeastern Region	1:15 a.m. (0125), East Tm
Central Region	1:15 a.m. (0125), Cent Tm
Southern Region	1:15 a.m. (0125), Cent Tm
Western Region	1:15 a.m. (0125), West Tm

131.32 Week Two. The cutoff for week two is the MINISPLIT on Day 03, which occurs at the following times:

Region	Time
Eastern Region	5:45 p.m. (1775), East Tm
Northeastern Region	5:45 p.m. (1775), East Tm
Central Region	5:45 p.m. (1775), Cent Tm
Southern Region	5:45 p.m. (1775), Cent Tm
Western Region	5:45 p.m. (1775), West Tm

132 Daylight Savings Time

132.1 Cutoff Times. During Daylight Savings Time, the Wilkes-Barre PDC adjusts cutoff times to correspond with Daylight Savings Time. Offices which do not observe DST must adjust by one hour the cutoff times appearing on reports.

132.2 Queue Time and Print Time. The queue (Q) time (when the report is loaded into the system) and print time (when the report actually prints) appearing on reports should always reflect local office time, except for those offices which do not observe Daylight Savings Time. During the DST period, those offices will have to adjust their Q-time and print time by one hour.

133 Time Periods

133.1 Service Week and Service Day

133.11 Service Week. The service week is a calendar week beginning at 12:01 AM on Saturday and ending at 12:00 midnight the following Friday.

133.12 Service Day

133.121 Definition. The service day is a calendar day, 12:01 AM to 12:00 midnight. The service day is also the Day of the Pay Period (DPP) against which the employees' pay credits will be credited. Service day depends upon an employee's scheduled tour. The service day for an employee whose normal scheduled tour begins at 20:00 hours or later will be the next calendar day.

133.122 Examples. If a full-time employee's regular schedule begins at 8:00 PM or later, the service day is the next calendar day. All work hours (including preshift work hours), as well as leave hours, will be recorded on the DPP corresponding to the next calendar day.

a. If a full-time employee's regular schedule begins before 8:00 PM, the service day is the calendar day on which the schedule began, and all pay credits will be recorded on the DPP corresponding to that calendar day.

b. For all Part-time Flexible employees who begin work or leave at 8:00 PM or later, the service day is the next calendar day, and all pay credits must be recorded on the DPP corresponding to the next calendar day. If such employees begin work or leave before 8:00 PM, the service day is the calendar day on which they began work or leave, and all hours will be recorded on the DPP corresponding to that calendar day.

c. For all casual and temporary employees who begin work at 8:00 PM or later, the service day is the next calendar day, and all pay credits are recorded on the DPP corresponding to the next calendar day. If such employees begin work before 8:00 PM, the service day is the calendar day on which they began work, and all hours will be

recorded on the DPP corresponding to that calendar day.

133.2 Calendar Day and Day of the Pay Period (DPP)

133.21 Calendar Day. The calendar day is a date beginning at 12:01 AM and ending at 12:00 midnight. Each calendar day corresponds to a Day of the Pay Period (DPP).

133.22 Day of Pay Period (DPP)

133.221 Current Pay Period, DPP. Each pay period has 14 consecutively numbered days, beginning on Saturday, numbered 01 through 14. The first day (Saturday) is 01, the second is 02, the third is 03, and so on through 14 for the last day. DPPs 01 through 14 are used for the current pay period only. The current pay period also has a special DPP = 00. DPP 00, referred to as "zero-zero", is used for entering transactions beginning on day 14 which apply to service day 01, after the day 01 cutoff for day 14.

133.222 Prior Pay Period, DPP. Prior DPPs are used only after the day 14 cutoff on day 01, through the day 03 minisplit, for making adjustments to the second week of the prior pay period. Prior DPPs are numbered and entered as follows:

a. Prior DPPs are numbered from 23 through 31. The special DPP = 23 is used for entering transactions that begin on day 07, but the transaction applies to service day 08. The numbering convention continues using 24 for the first day of the second week of the pay period, 25 for the second day of the second week, 26 for the third day, and so on through 30 for the last day of the second week of the pay period. The special DPP = 31 is for transactions on the first day of the new pay period that apply to day 14 of the second week of the old pay period. See Exhibit 1-18.

b. Prior DPPs are entered using DPPs 08-14 after using the prior function key to toggle the transactor screen to "prior". When entering prior DPP rings from the generic screen, use DPPs 23-31.

134 Basic Clock Rings

134.1 Definition. All employees required to enter clock rings (see 115.3) enter four basic daily clock rings in the proper sequence so that the computer can calculate elapsed time.

PSDS Time and Attendance

Basic Clock Rings

Basic Clock Rings	Transaction	
	Normal	Adjustment
Begin Tour (BT)	31	51
Out to Lunch (OL)	32	52
In From Lunch (IL)	33	53
End Tour (ET)	35	55

134.2 Exception

134.21 City carriers serving on a one or two trip route do not need to enter all four basic clock rings. The system automatically deducts a 30-minute meal period from street time for city carriers (operations 713-729). Lunch rings must be entered however, when city carriers:

- a. Serve other than one or two-trip routes;
- b. Take a lunch period but perform 6.08 or fewer total hours (office and street combined) on a one or two-trip route; or
- c. Take a meal period other than 30 minutes.

134.22 Manually-entered lunch rings take precedence over the automatic lunch period deduction.

140 Forms Used

The exhibits at the end of this chapter contain copies of supporting forms used for recording and documenting time and attendance data.

Contents

Chapter 2--Recording Work and Other Paid Hours

<p>210 Overview 37</p> <p>211 Introduction</p> <p>212 Recording Time (and Related Activities)</p> <p style="padding-left: 20px;">212.1 Time Recording (Clock Rings) for Bargaining Unit Employees</p> <p style="padding-left: 20px;">212.2 Time Recording for EAS Employees</p> <p style="padding-left: 20px;">212.3 Time Recording for Employees in a Travel Status</p> <p style="padding-left: 20px;">212.4 Time Recording for Employees Not Required to Record Clock Rings</p> <p style="padding-left: 20px;">212.5 Leave Recording</p> <p>213 Badge Handling</p> <p style="padding-left: 20px;">213.1 Employee Obtaining Badge</p> <p style="padding-left: 20px;">213.2 Employee Reporting For Duty</p> <p style="padding-left: 20px;">213.3 Removing Badges After Beginning of Tour</p> <p style="padding-left: 20px;">213.4 Employee Clocking, Lunch Periods</p> <p style="padding-left: 20px;">213.5 Employee Clocking, Moves to Another Operation</p> <p style="padding-left: 20px;">213.6 Employee Clocking, End Tour</p> <p style="padding-left: 20px;">213.7 Removing Badges at the End of the Tour</p> <p>214 Tardiness</p> <p style="padding-left: 20px;">214.1 Employee Badge Handling</p> <p style="padding-left: 20px;">214.2 Tardiness up to .50 hours (30 minutes)</p> <p style="padding-left: 20px;">214.3 Tardiness Beyond .50 Hours (30 minutes)</p> <p style="padding-left: 20px;">214.4 Restrictions</p> <p>215 Call-Ins and No Calls</p> <p>216 Manual Recording of Time</p> <p style="padding-left: 20px;">216.1 Forms Used</p> <p style="padding-left: 20px;">216.2 Form Completion</p> <p style="padding-left: 40px;">216.21 Employee Responsibility</p> <p style="padding-left: 40px;">216.22 Supervisor Responsibility</p> <p style="padding-left: 40px;">216.23 Timekeeper Responsibility</p> <p>217 Attendance Checks</p> <p style="padding-left: 20px;">217.1 General</p> <p style="padding-left: 20px;">217.2 Attendance Check By Pay Location</p> <p style="padding-left: 20px;">217.3 Attendance Checks By Work Location</p> <p style="padding-left: 20px;">217.4 Hours Inquiries</p> <p>218 Other Timekeeping Rules</p> <p style="padding-left: 20px;">218.1 Five Minute Leeway/Rounding Rule</p> <p style="padding-left: 40px;">218.11 General Term</p> <p style="padding-left: 40px;">218.12 Five Minute Leeway Rule</p> <p style="padding-left: 80px;">218.121 Deviations From the Scheduled Tour</p> <p style="padding-left: 80px;">218.122 Applications</p> <p style="padding-left: 80px;">218.123 Night Differential and Sunday Premium Hours</p> <p style="padding-left: 20px;">218.13 Five Minute Rounding Rule</p> <p style="padding-left: 40px;">218.131 Full-Time Regular Schedule Employees</p>	<p style="padding-left: 40px;">218.132 Part-Time Regular Schedule Employees</p> <p style="padding-left: 40px;">218.133 Callbacks</p> <p style="padding-left: 40px;">218.134 Work and Leave</p> <p style="padding-left: 40px;">218.135 Regulations</p> <p style="padding-left: 40px;">218.136 Work, Overtime and Leave Hours</p> <p style="padding-left: 40px;">218.137 Exceptions</p> <p>218.2 Workhour Guarantees</p> <p style="padding-left: 20px;">218.21 Description</p> <p style="padding-left: 20px;">218.22 Scheduled Days</p> <p style="padding-left: 20px;">218.23 Non-Scheduled Days</p> <p style="padding-left: 20px;">218.24 Part-Time Employees</p> <p style="padding-left: 20px;">218.25 General Principle</p> <p style="padding-left: 20px;">218.26 City Letter Carrier 7.01 Rule</p> <p>218.3 Call-Back</p> <p>220 Basic Paid Hours 44</p> <p>221 Straight Time Work Hours</p> <p style="padding-left: 20px;">221.1 Definition</p> <p style="padding-left: 20px;">221.2 Eligibility</p> <p style="padding-left: 20px;">221.3 Authorization and Supporting Forms</p> <p style="padding-left: 20px;">221.4 Transaction Screen Settings</p> <p style="padding-left: 20px;">221.5 Verification of Input</p> <p>222 Guarantee Time</p> <p style="padding-left: 20px;">222.1 Definition</p> <p style="padding-left: 20px;">222.2 Eligibility</p> <p style="padding-left: 20px;">222.3 Authorization and Supporting Forms</p> <p style="padding-left: 20px;">222.4 Transactor Screen Settings</p> <p style="padding-left: 20px;">222.5 Guarantee Time Verification</p> <p>230 Overtime 46</p> <p>231 General</p> <p style="padding-left: 20px;">231.1 Definition</p> <p style="padding-left: 40px;">231.11 Postal Overtime</p> <p style="padding-left: 40px;">231.12 Fair Labor Standards Act (FLSA) Overtime</p> <p style="padding-left: 40px;">231.13 Penalty Overtime</p> <p style="padding-left: 20px;">231.2 Eligibility</p> <p style="padding-left: 20px;">231.3 Unauthorized Overtime</p> <p style="padding-left: 20px;">231.4 Authorization and Supporting Forms</p> <p style="padding-left: 20px;">231.5 Transactor Screen Settings</p> <p style="padding-left: 20px;">231.6 Verification of Input</p> <p>232 Out-Of-Schedule Premium</p> <p style="padding-left: 20px;">232.1 Definition</p> <p style="padding-left: 20px;">232.2 Full-Time Flexible Schedule Employees</p> <p style="padding-left: 20px;">232.3 Eligibility</p> <p style="padding-left: 20px;">232.4 Authorization and Supporting Forms</p> <p style="padding-left: 20px;">232.5 Transactor Screen Settings</p> <p style="padding-left: 20px;">232.6 Verification of Input</p>
--	--

233 Holiday Scheduling Premium
 233.1 Definition
 233.2 Eligibility
 233.3 Authorization and Supporting Forms
 233.4 Transactor Screen Settings
 233.5 Verification of Input
 234 Nonbargaining Rescheduling Premium
 234.1 Definition
 234.2 Eligibility
 234.3 Authorization and Supporting Forms
 234.4 Transactor Screen Settings
 234.5 Verification of Input
240 Premium Hours 49
 241 Night Differential
 241.1 Definition
 241.2 Eligibility
 241.3 Authorization and Supporting Forms
 241.4 Transactor Screen Settings
 241.5 Verification of Input
 242 Sunday Premium
 242.1 Definition
 242.2 Eligibility
 242.3 Authorization and Supporting Forms
 242.4 Transactor Screen Settings
 242.5 Verification of Input
 243 Holiday Worked Pay
 243.1 Definition
 243.2 Eligibility
 243.3 Authorization and Supporting Forms

243.4 Input Transaction Settings
 243.5 Verification of Input
 244 Christmas Work
 244.1 Definition
 244.2 Eligibility
 244.3 Authorization and Supporting Forms
 244.4 Transactor Screen Settings
 244.5 Verification of Input
250 Work Related, Nonproductive Hours . 51
 251 Meeting Time
 251.1 Definition
 251.2 Eligibility
 251.3 Authorizations and Supporting Forms
 251.4 Employee Badge Reader Display
 251.5 Verification of Input
 252 Steward's Duty Time
 252.1 Definition
 252.2 Eligibility
 252.3 Authorizations and Supporting Forms
 252.4 EBR Display Settings
 252.5 Verification of Input
260 Travel Time 52
 261 Definition
 262 Eligibility
 263 Authorization and Supporting Forms
 264 EBR Display Settings
 265 Verification of Input
Table of Exhibits..... 55

Chapter 2 Recording Work and Other Paid Hours

210 Overview

211 Introduction

211.1 This chapter describes the procedures used to record workhours and other paid hours entered into the system with daily transactions.

211.2 Three of the hour types covered--Meeting Time, Steward's Duty Time, and Travel Time--are not actually separate workhour or premium hour categories. However, recording these hours allows them to be identified for management reporting.

211.3 There are many types of work or premium hours to which an employee may be entitled (see Exhibit 2-4). After the initial section describing the activities related to recording work hours, this chapter describes separately the procedure to handle each. Each procedure is divided into five sections:

- a. A definition of the hour type. The definition provides a detailed explanation of the conditions that must be met before an eligible employee may have time charged to that hour type.
- b. An eligibility chart that describes, by Rate Schedule Code, the employees who are eligible for that hour type. Pay special attention to the footnotes on the charts.
- c. An exhibit of the form(s) used to authorize that hour type.
- d. An exhibit of the transactor screen setting required to record the authorization in the system.
- e. Verification of input, if required.

212 Recording Time (and Related Activities)

212.1 Time Recording (Clock Rings) for Bargaining Unit Employees. All bargaining unit and casual employees are required to use time recording devices, if available. If time recording devices are not available, these employees are required to record their clock rings on manual input forms.

212.2 Time Recording for EAS Employees

212.21 Certain employees are not usually required to use a time recording device; however, they may be directed to do so at the discretion of local management.

212.22 Employees not required to use a time recording device but who are required to record clock rings include:

- a. FLSA-exempt employees whose time is not automatically generated by the system (variable scheduled employees). The time and attendance system does not require clock rings for any EAS-exempt employee except a variable scheduled employee. However, hours will not be credited to the MODS if daily clock rings are not recorded into the system.
- b. All nonexempt EAS employees (excluding casuals).

212.3 Time Recording for Employees in a Travel Status. Employees traveling away from their home office or on loan to another office should record their clock rings daily on a Form 1260, 1261, or 1262. Either daily, or no later than the last working day of each week, these employees should call in their time to the timekeeper or Data Collection Site, with the supporting documentation to follow.

212.4 Time Recording for Employees Not Required to Record Clock Rings. The following employees are not required to record daily clock rings:

- a. PCES employees.
- b. FLSA-exempt employees in grades EAS 24 and above.
- c. FLSA-exempt employees who have automatic MODS operation numbers and separate reporting facility coded in the step field.

212.5 Leave Recording. All employees must record leave hours on a Form 3971, *Request for or Notification of Absence*, and the appropriate leave hours must be entered into the system. The leave entries are necessary to charge the leave to the proper accounts and to maintain correct leave balances.

213 Badge Handling

213.1 Employee Obtaining Badge

213.11 PSDS management will develop and implement local badge control procedures to insure that employee badges are not available for clocking purposes more than .08 hours before each employee's scheduled reporting time.

213.12 Management will evaluate individual work locations to determine if the full .08 hours of leeway is necessary to get employees on the clock by their scheduled reporting time.

213.13 Badges are to be made available for all scheduled employees, except those for whom a Form 3971, *Request for or Notification of Absence*, has been completed in advance.

213.14 Badges must be secured when not in use.

213.2 Employee Reporting For Duty. The employee must clock into the correct operation number at the scheduled reporting time, ready and able to begin work, and must report immediately to the work location. The employee must store any personal belongings and take care of any personal business before clocking in. An employee must not clock in more than .08 hours before the scheduled reporting time or more than .09 hours after the scheduled reporting time. All the employee's clock rings added together may not deviate more than .08 hours from the scheduled tour without specific supervisor approval to do so. The supervisor must enforce this procedure.

213.3 Removing Badges After Beginning of Tour. The supervisor must ensure that the unclaimed badges of employees who have not clocked-in are withdrawn from the rack .09 hours after the employee's scheduled begin tour time. These badges are to be retained at the appropriate control center or returned to the DCS.

213.4 Employee Clocking, Lunch Periods. The employee must clock out to, and in from, lunch at the authorized time, making certain not to exceed or reduce the scheduled lunch period by more than .08 hours, except that the total deviation of clock rings taken together, from the employee's scheduled tour, is not more than .08 hours for the day. After clocking out to lunch, the employee must leave the badge in the designated rack and not remove it from the work location without specific supervisory approval. The supervisor is responsible for disallowing any time resulting from an

employee who clocked in early from lunch if the employee did not work. (See subchapter 720 for rules regarding the disallowance of time).

213.5 Employee Clocking, Moves to Another Operation. The employee must take her badge with her to any new work location. At the new work location, the employee must clock into the operation number of the new work location by making an EBR "move" transaction. (The supervisor may make such move rings especially when many employees move at one time).

213.6 Employee Clocking, End Tour. The employee must clock out at the scheduled ending time and leave the badge in the designated area. An employee must not clock out more than .08 hours before or after the scheduled end tour time without specific supervisory approval, except that the total deviation of all his clock rings taken together, from his scheduled tour, is not more than .08 hours for the day.

213.7 Removing Badges at the End of the Tour

213.71 The supervisor must ensure that badges of all employees who have not clocked out will be withdrawn from the rack .09 hours after the employees' scheduled end tour time and returned to the designated timekeeper or control center. Badges of employees remaining in an approved overtime status must not be picked up.

213.72 If a timekeeper is unavailable to pick up the badges, a supervisor must perform this procedure.

214 Tardiness

214.1 Employee Badge Handling. Employees who fail to report by the scheduled time, when time recorders are not used, are considered tardy. Tardiness, in units or installations equipped with time recorders, is defined as being any deviation from schedule. (Refer to ELM 666.83.)

214.2 Tardiness up to .50 hours (30 minutes)

214.21 When the employees report to work after .09 hours but before .50 hours of the scheduled Begin Time, they report directly to the designated timekeeper or control center to obtain a Form 3971. They must complete Form 3971 and have their supervisor sign the notified block.

214.22 Employees may be required or permitted to make up the period of tardiness by revising their scheduled tour for the day, providing the period of tardiness is without pay. Work that extends beyond

the regular established work schedule to make up tardiness is paid at the straight time rate. Out-of-schedule premium is not paid for work beyond the regular established work schedule to make up tardiness. Form 3971 is used to revise an employee's schedule for tardiness up to .50 hours.

214.23 The tardiness may be charged to annual leave, if available, or to leave without pay (LWOP), or to absence without leave (AWOL). In these instances, the employee must end his tour of duty at the normal scheduled End Time, unless overtime has been authorized.

214.24 If the lateness is disapproved, the supervisor checks the disapproved block on the Form 3971, indicates AWOL as the reason, and exercises one of the following alternatives:

- a. Authorize the input of LWOP-AWOL, leave type 24.
- b. Require the employee to make up the time by revising the normal work schedule. The work extending beyond the regular established work schedule to make up the amount of tardiness is paid for at the straight time rate. The employee must be notified that the lateness was disapproved. Form 3971 is used to revise the employee's schedule.

214.25 If the lateness is approved, the supervisor exercises one of the following alternatives:

- a. Approve the employee's request for paid leave to cover the period of lateness.
- b. Approve the employee's request for LWOP to cover the period of lateness.
- c. Approve the employee's voluntary request for a revised schedule to cover the period of lateness.
- d. Require an involuntary revised schedule to cover the period of lateness.

214.26 After obtaining the supervisor's signature, the employee takes the Form 3971 to the designated control center to obtain her/his badge.

214.3 Tardiness Beyond .50 Hours (30 minutes). It is not practical to permit an employee to make up time in excess of .50 hours (30 minutes). Therefore, the employee will be charged with the appropriate leave to cover the period of tardiness. The employee must end tour at her/his normal scheduled End Time, unless overtime has been authorized.

214.4 Restrictions

214.41 Only full-time and part-time regular schedule employees are permitted to make up a period of tardiness by extending their tour. Part-time flexible (PTF), casual, and temporary employees do not have established schedules. They are paid for actual hours worked. For an exception to this rule for PTFs, see section 382.23c, Acts of God Leave.

214.42 If the employee's tour is extended solely because of tardiness, the employee is not entitled to out-of-schedule premium or Sunday premium which would otherwise result because of the tour extension.

214.43 If the tardiness is not excusable, appropriate disciplinary action, in addition to the leave charge, may be taken.

214.44 If the employee is late due to a situation beyond his control, construed as an Act of God as defined in Chapter 3, part 382, the procedures therein should be followed.

215 Call-Ins and No Calls

215.1 Local management must designate a person to whom employees are to "call in" notice of an unscheduled absence. This person is to be responsible for initiating Form 3971 and for ensuring that it is given to the appropriate designated control center within 30 minutes after the absent employee's scheduled reporting time. The procedures for completing and handling a Form 3971 for a call in are outlined in Exhibit 2-1.

215.2 The timekeeper must initiate a Form 3971 for employees who do not call in. These employees are easily identified when the badges are removed .09 hours after the scheduled tour begins. The procedures for completing and handling a Form 3971 for a no call are outlined in Exhibit 2-2.

215.3 An employee who does not call in is considered to be absent without leave or permission (AWOL) pending the receipt of the facts in the case. The employee's supervisor is responsible for following up on employees who are in a AWOL status.

215.4 The supervisor is to check with the appropriate timekeeper within 50 units (30 minutes) after the scheduled tour starts. At that time, the supervisor is to review all Forms 3971 and sign the SUPERVISOR NOTIFIED block.

215.5 All Forms 3971 must be kept in a secure location to prevent their loss, destruction, or unauthorized use. They should be maintained in a pending file during the employee's absence. When the employee returns to work, he is required to complete the Form 3971, and it should be handled as explained in Chapter 3. Forms 3971 must be retained as supporting documents for a period of two years from the end of the calendar year in which the leave is taken.

216 Manual Recording of Time

216.1 Forms Used

216.11 Three forms are used to record clock rings and authorization transactions manually for employees at a work location without badge readers:

- a. Form 1260, *Non-Transactor Card*, Exhibit 1-6
- b. Form 1261, *Non-Transactor Report*, Exhibit 1-7
- c. Form 1262, *Loaned Employee Non-Transactor Card*, Exhibit 1-8

216.12 Completed Forms 1260, 1261, and 1262 are held in the DCS until the daily reports are received. They are then returned to the originating pay location with the corresponding daily report.

216.2 Form Completion

216.21 Employee Responsibility. The employee will complete the following:

- a. Name
- b. Employee ID number
- c. Ring type
- d. Operation number
- e. Time (in hours and hundredths)
- f. Pay location
- g. Date
- h. Route Number, if applicable
- i. Designation/Activity Code, if known
- j. Day of the Pay Period, if known

216.22 Supervisor Responsibility

216.221 The supervisor will complete the following:

- a. Designation/Activity Code
- b. Day of the Pay Period

- c. Overtime Hours/Tour
- d. Signature of supervisor
- e. Finance number (Form 1262)
- f. LDC (Form 1262)
- g. PO Borrowing (Form 1262)
- h. Verify all employee entries

216.222 The supervisor will dispatch completed forms promptly to the timekeeper so that transactions can be entered before the T&A or MODS cutoffs.

216.223 The supervisor compares the daily T&A reports with the Non-Transactor Cards to ascertain that accurate and correct transactions have been entered.

216.224 The signature of the supervisor certifies the accuracy and correctness of the time and attendance transactions shown.

216.23 Timekeeper Responsibility

216.231 The timekeeper reviews the entries for accuracy and consistency to minimize subsequent corrections.

216.232 The timekeeper ensures that cards received prior to a T&A cutoff are entered before the cutoff, and that cards received prior to a MODS cutoff are entered before that cutoff.

217 Attendance Checks

217.1 General. A unannounced attendance check must be made at least once every 6 weeks for all pay locations or work locations (operations, work centers) when the employee badge is used as an assignment card, and in other units where the number of employees involved is such that a check would serve a useful purpose. The purpose of the attendance check is to provide management with the assurance that employees who are on the clock, and being paid, are accounted for. This procedure provides for group counts on an unannounced basis.

217.2 Attendance Check By Pay Location

217.21 The Supervisor compiles a list of all employees working in the selected pay location(s).

217.22 The timekeeper will be responsible for the following:

a. From the Employee Work Assignment Schedule, post to a tally sheet the total number of employees in each pay location being checked.

b. Determine the number of employees known to be off-the-clock due to absence on leave or on their scheduled day off.

c. Subtract b from a. The result is the number of employees, by pay location, who should be on the clock.

d. Compare this total with the number of employees on the supervisor's list.

e. If these two numbers are the same, no further reconciliation is required, and the lists and tally sheet will be delivered to the supervisor in charge.

f. Any difference in the number of employees in a pay location must be resolved by:

(1) Rechecking each entry on the tally sheet for those pay locations with differences, and if necessary, verifying the correctness of the summaries on the supervisors' lists.

(2) Comparing the names on the supervisors' lists and the timekeeper's list with the names shown on the Employee Work Assignment Schedule.

(3) Refer any unmatched names resulting from this comparison to the supervisor in charge.

(4) Sending a copy of the report of unmatched names to the Inspector in charge at the same time the report is submitted to the supervisor in charge.

g. Check Forms 1260 for possible falsification of work time entries by:

(1) Listing the names of employees who have access to a time recording device, but regularly submit a Form 1260 with handwritten entries.

(2) Conducting a spot-check of Form 1260 for patterns of identical Begin and End times, and listing any names resulting from these comparisons.

(3) Where possible, checking to see if the imprinted clock rings are made by the proper timeclock and at the proper locations. List the names of any employees who are not ringing on the proper time clocks or at the required locations. Any names or suspicions resulting from the comparisons in section 217.22g are to be immediately referred to the Postal Inspection Service.

217.3 Attendance Checks By Work Location

217.31 Each supervisor in the selected operation number(s) or work center(s) compiles a list of all employees working in the selected operation(s) or work center(s) at a specified time.

217.32 The timekeeper will input an Attendance Inquiry by operation number at the specified time. The procedures are as follows:

a. The timekeeper compares the Attendance Inquiry report with the list(s) provided by the supervisor(s) of the selected operation/work center.

b. If there is a discrepancy, the two lists must be reconciled:

(1) If an employee appears on the supervisor's list(s) but not on the Attendance Inquiry, input an Attendance Inquiry by Employee ID to determine what operation the employee is clocked into. Report the discrepancy is reported to the supervisor-in-charge and the Inspector-In-Charge.

(2) If an employee appears on the Attendance Inquiry report but not on the supervisor's list, input an Attendance Inquiry By Employee ID, and report the discrepancy to the supervisor-in-charge and the Inspector-In-Charge.

c. Check Forms 1260 for possible falsification of work time entries.

(1) List the names of employees who have access to a time recording device, but regularly submit a Form 1260 with handwritten entries.

(2) Conduct a spot-check of Form 1260 for patterns of identical Begin and End times, and list any names resulting from these comparisons.

(3) Check the machine number of each ring on the Attendance Inquiry to determine if the clock rings are made by the proper badge reader at the proper locations for that work area. List the names of any employees who may not be ringing on the proper badge reader. Any names or suspicions resulting from the comparison in section 217.32c are to be immediately referred to the Postal Inspection Service.

217.4 Hours Inquiries. Use periodic Attendance Inquiries, Detailed or Total Hours (TR 82) if there is doubt that the hours in the employee's record are correct (for example, because of system failure or other conditions). The hours inquiries assure the timekeeper and the supervisor that the employee is paid properly and that management reports reflect the proper information.

218 Other Timekeeping Rules

218.1 Five Minute Leeway/Rounding Rule

218.11 General Term. The general term Five Minute Leeway Rule refers to two distinct but related procedures, *leeway* and *rounding*. The distinction between these two procedures must be understood whenever the reference to leeway or rounding is made, although the general term is used when referring to the overall subject.

218.12 Five Minute Leeway Rule.

218.121 Deviations From the Scheduled Tour. Although each employee is required to clock in and out on time, congestion at badge readers or other conditions can sometimes cause clock time to vary slightly from the established work schedule. Therefore, a deviation may be allowed from the scheduled time for each clock ring up to .08 hours. However, the sum of the deviations for the scheduled tour must not exceed .08 hours. This rule applies only to full-time and part-time regular schedule employees. Part-time flexible, casual, and temporary employees are allowed the five minute privilege for clocking purposes, but are paid on the basis of their actual clock rings.

218.122 Applications. The Five Minute Leeway Rule applies only to the scheduled tour of duty. If an employee works overtime by exceeding the scheduled tour hours by more than .08 hours (contiguous with the scheduled tour), the five minute leeway rule does not apply to any clock rings for the entire tour. Employees in this situation are paid for their actual clock time, unless the time is disallowed. However, the five minute leeway rule does apply to temporary schedules, including any out-of-schedule premium hours.

218.123 Night Differential and Sunday Premium Hours. The Five Minute Leeway Rule for night differential and Sunday premium hours is peculiar and requires special attention:

a. Eligible employees are paid night differential for the exact amount of time worked between 6:00 p.m. and 6:00 a.m. However, in no case can the total night differential hours exceed the total hours for the tour. If the employee clocked in .08 hours or less before 6:00 a.m., or clocked out .08 hours or less after 6:00 p.m., she is not eligible to be paid night differential.

b. Eligible employees receive Sunday premium for all hours worked during a scheduled tour, any part of which falls on a Sunday. The amount of

Sunday premium cannot exceed the hours worked, nor can it exceed 8.00 hours per tour. If the employee clocked in .08 hours or less before the scheduled tour started, or .08 hours or less after the scheduled tour ended, then the employee is not eligible for any Sunday premium.

218.13 Five Minute Rounding Rule

218.131 Full-Time Regular Schedule Employees. If the clock ring totals for the tour are equal to or between 7.92 and 8.08 hours, PSDS automatically adjusts the time to 8.00 hours. This adjustment is known as the Five Minute Rounding Rule. Only workhours in excess of 0.08 hours of the scheduled tour hours are considered overtime, if the eligibility requirements are met.

218.132 Part-Time Regular Schedule Employees. If part-time regular schedule employees' clock times are between 0.08 of an hour less or greater than their established schedules, then timekeepers should adjust the time to the employees' scheduled tour. Supervisors are not required to approve these adjustments.

a. The system will automatically adjust the hours of part-time regulars to whole hours if total workhours are between .08 hours less or greater than the whole hour. The system does not automatically adjust premium hours. Night differential and Sunday premium must be adjusted.

b. If an employee has time on both the base and the higher level records for a tour, the Five Minute Rounding Rule applies to the record having the lower amount of clock time.

218.133 Callbacks. The Five Minute Rounding Rule still applies to the regular scheduled tour, if an employee ends her/his regular tour with a clock ring total within the total deviation allowed by the Five Minute Rounding Rule, and then is called back later that same day to work overtime hours. The callback is considered a separate unscheduled tour of duty.

218.134 Work and Leave. An employee may have a combination of work and leave. In such cases, the Five Minute Rounding Rule does not apply and the employee is credited with the actual hours worked. The balance of the employee's scheduled tour is charged to sufficient leave to give the employee credit for the total scheduled tour. For example:

a. If an employee requests and receives approval for 4 hours of annual leave, but then works 3.96 hours, the timekeeper records 4.04

hours of annual leave to credit the employee with 8 paid hours for the day.

b. Likewise, if the employee works 4.04 hours, the timekeeper will record 3.96 hours of annual leave.

218.135 Regulations. The regulation applies if the leave occurs at the beginning, at the end, or during the scheduled tour. Where annual leave is approved for a part-time employee, she/he is granted such leave in accordance with his request. In no case shall the combination of workhours and annual leave exceed 8 hours in a service day or 40 hours in a service week.

218.136 Work, Overtime and Leave Hours. An employee may have a combination of work, leave, and overtime. For example:

a. The employee works overtime prior to the scheduled tour, works part of the scheduled tour, then takes the balance of the scheduled tour in leave. In this case, if the overtime and leave are properly authorized, PSDS pays the employee overtime from the actual Begin Tour to the scheduled BT, workhours from the scheduled BT to the actual end tour ring, and leave for the balance of the scheduled tour.

b. The employee begins the scheduled tour on leave, reports to work during the scheduled tour, and continues to work past the scheduled end tour time on overtime. In this case, if the overtime and leave are properly authorized, PSDS pays the employee workhours from the actual BT to the scheduled end tour time and sufficient leave to complete the employee's schedule tour. Overtime is paid from the scheduled end tour time, to the actual end tour clock ring.

218.137 Exceptions. The Five Minute Rounding Rule is not applied in situations:

- a. with a combination of work and leave;
- b. with overtime immediately prior or subsequent to a scheduled tour, or with overtime resulting from work during an authorized meal period;
- c. with overtime during a tour on a non-scheduled day;
- d. or with any time for part-time flexible and casual employees.

218.2 Workhour Guarantees

218.21 Description. This section identifies conditions that result in payment of guaranteed time or

unauthorized overtime. Proper application of this information assists supervisors both efficiently scheduling and properly compensating employees.

218.22 Scheduled Days. On scheduled days, full-time and part-time regular employees are guaranteed either 4 hours work or pay when called in to work outside their regular reporting times. Such guarantee minimum does not apply to an employee called in who continues to work into his regular scheduled tour.

218.23 Non-Scheduled Days. Full-time regular employees in the bargaining units are guaranteed 8 hours work, or pay in lieu of work, if called in to work on their non-scheduled day, holiday, or designated holiday. If an employee works 6 hours and is then told by the supervisor to clock out because of lack of work, the remaining 2 hours of the employee's 8 hour guarantee is recorded as guaranteed time. The system automatically generates guaranteed overtime when guaranteed time is entered on a non-scheduled day.

218.24 Part-Time Employees. Part-time employees are guaranteed at least 4 hours work, or pay in lieu of work, on any day they are requested or scheduled to work in a post office or facility with 200 or more man-years of employment per year. All employees at other post offices and facilities are guaranteed 2 hours work or pay when requested or scheduled to work.

218.25 General Principle. As a general principle, when an employee is told to clock out by management prior to the end of the guaranteed period, the employee will be compensated for the hours of the guarantee period at the rate of pay he would have received had he actually worked such hours. There are, however, conditions under which employees are not compensated for the remaining hours of the guarantee period. Generally, this would occur when an employee requests to leave the postal premises because of an illness or for personal reasons, or leaves without proper authorization. Form 3971 is to be completed in these instances.

218.26 City Letter Carrier 7.01 Rule. A city letter carrier who actually works more than 7 hours, but less than 8 hours of a regular scheduled day, and who is officially excused from the completion of the 8 hour tour, is credited with 8 hours for pay purposes. This is known as the 7:01 rule. The unworked time is recorded in PSDS as guaranteed time, LEAVE TYPE 06; a Form 3971 is to be completed.

218.3 Call-Back

218.31 When an employee completes a scheduled tour, clocks out, and then is notified to clock in and resume working, that is considered a call back. All bargaining unit employees are guaranteed 4 hours work or pay if called back to work on a day when they have completed their assignments and clocked out. This guarantee is applicable to any size office.

218.32 When a part-time flexible employee is notified prior to clocking out that he should return within 2 hours, this will be considered a split shift, and no new guarantee applies. However, if prior to clocking out, the part-time flexible employee is told to return after 2 hours, that employee must be given a minimum of 2 hours work.

220 Basic Paid Hours

221 Straight Time Work Hours (refer to the ELM, part 433)

221.1 Definition

221.11 Straight time work hours are all hours worked by an employee at his basic rate of pay during his scheduled workweek for which clock rings are made. For example:

a. A full-time regular employee is scheduled from 0800 until 1650 on Saturday through Wednesday. All hours worked by this employee during that schedule are straight time hours. Hours worked on Sunday are considered straight time even though Sunday premium is paid in addition to the basic rate.

b. A part-time regular schedule employee is scheduled from 1700 until 2300 on Sunday through Friday (36 hours). All hours worked by this employee during that schedule are considered straight time hours even though night differential and Sunday premium are paid in addition to the employee's basic rate.

221.12 All hours up to 8 in a day or 40 in a week are straight time hours for all full-time, part-time regular and part-time flexible employees. All hours up to 40 in a week are straight time hours for casual and temporary employees.

221.2 Eligibility. All Postal Service employees are to have their time recorded as straight time workhours in the PSD System except for those exempted in section 115.3.

221.3 Authorization and Supporting Forms

221.31 Straight time work hours require no authorization procedures. However, all employees must have an established Employee Master Record (EMR). The EMR is explained in Chapter 5.

221.32 Straight time work hours require no supporting forms.

221.4 Transaction Screen Settings

221.41 Work hours are recorded in the system using transaction type 31-35, Normal Rings, transaction type 41, Carrier Route Assignment (RA), transaction type 42, Carrier Route Change (RC), transaction type 5, Daily Ring Adjustment, and transaction type 5L, Loaned Employee, Form 1262.

221.42 Normal clock rings are made on the Employee Badge Reader (EBR). A transaction is begun using the function key pad to select a clock ring type. Once selected, the EBR provides instructions in the EBR message display for the completion of the clock ring. See Exhibit 2-18.

221.43 Transaction type 41, Carrier Route Assignments are made on the Employee Badge Reader. See Exhibit 2-19 for an illustration of an EBR TR 41.

221.44 Transaction types 42, 5, and 5L are discussed in Chapter 7.

221.5 Verification of Input

221.51 No verification of input is required for straight time work hours.

221.52 No requirement to verify inputs does not preclude attendance checks, which are a management responsibility and must be made periodically.

222 Guarantee Time (refer to the ELM, section 432.6)

222.1 Definition

222.11 Guarantee time is paid time not worked under the guarantee provisions of collective bargaining agreements. This time is paid for periods when an employee has been released by the supervisor and clocked out prior to the end of the guarantee period. For example, most full-time regular employees in the bargaining units are guaranteed 8 hours of work (or pay in lieu of work). If one of these employees is called in on his

or her non-scheduled day to work, and if the employee works six hours and is then released by the supervisor because of a lack of work, the remaining two hours of the employee's eight hour guarantee are recorded as both guarantee time and guarantee overtime to satisfy the crossfoot condition. Entering the guarantee time transaction will automatically apply the applicable guarantee overtime hours. See Exhibit 2-22.

222.12 An employee cannot earn guarantee time as long as he is on the clock.

222.13 Guarantee time up to .99 hours is automatically generated for regular carriers who perform service of 7.01 to 7.91 hours on a scheduled work day (the 7.01 carrier rounding rule).

222.14 Guarantee time for all other regular employees is applicable only in an overtime situation, and applies when a regular employee is scheduled to work on a non-scheduled day, in which case the guarantee period is 8 hours.

222.15 Part-time employees are guaranteed 4 hours of work for each scheduled period of work with a break in service of more than 2 hours during a scheduled tour of duty. However, if prior to clocking out, a part-time flexible (PTF) employee is told to return after two hours, that employee must be given a minimum of two hours work. When a PTF is told to clock out by management prior to the end of the guarantee period, guarantee time is given for the remainder of the guarantee period.

222.16 When a bargaining unit employee has completed her regular scheduled tour, ends tour, and is called back, the guarantee period is 4 hours.

222.17 As a general principle, when an employee is told to clock out by management prior to the end of the guarantee period, the employee will be compensated for the remaining hours of the guarantee period at the same rate of pay had the employee actually worked such hours. There are, however, conditions under which employees will not be compensated for the remaining hours of the guarantee period. Generally, this would occur when an employee leaves the postal premises because of an illness, for personal reasons, or without proper authorization. A Form 3971 must be completed and retained to document these conditions.

222.2 Eligibility

222.21 Exhibit 2-6 indicates, by Rate Schedule Code and employee classifications, those persons who are eligible to receive pay for guarantee time.

222.22 If an employee is eligible for more than one guarantee, the guarantee for the highest number of hours will apply. For example, if an employee is eligible for either 2 or 4 hours of guarantee pay, the 4 hour guarantee will apply.

222.3 Authorization and Supporting Forms

222.31 When an employee is released from duty, the amount of guarantee time to be charged must be documented on Form 3971. This includes carriers who leave early under the 7.01 rule. For an example of a properly completed Form 3971, see Exhibit 2-26.

222.32 The supervisor must complete items 1-6 and 8 on Form 3971 (see Exhibit 2-1). In item 11, he must enter the amount of the guarantee period, either 4 or 8 hours. In item 12, he must record the date and approximate time the employee is released from duty. In item 13, he records the date and actual ending time of the employee's guarantee period. In item 14, he must check the box for Type-of-Absence, Other, and if recording guarantee time, must write "GT" next to this box. He must then approve or disapprove, sign, and date the Form 3971 in items 21 and 22.

222.33 The supervisor, after completing the form, sends it to the designated control center.

222.34 The timekeeper inputs the amount of the guarantee period approved for the employee. Guarantee time and guarantee overtime authorizations are to be input daily. The timekeeper completes items 19 and 23 and files the form.

222.35 The timekeeper must keep this copy of the 3971 in a secure place to prevent its loss, destruction, or unauthorized use.

222.4 Transactor Screen Settings. See Exhibit 2-20 for the transactor screen settings for Guarantee Time.

222.5 Guarantee Time Verification. Guarantee time must be verified by the supervisor or her designee.

230 Overtime (refer to the ELM, section 434.1)

231 General

231.1 Definition

231.11 Postal Overtime. A premium paid to eligible employees for actual work hours in excess of 8 paid hours in a service day, 40 paid hours in a service week or, for a full time bargaining unit employee on a non-scheduled day.

231.12 Fair Labor Standards Act (FLSA) Overtime. A premium paid to eligible employees for all work time that management suffers or permits to be actually worked in excess of 40 hours within an FLSA work week (no authorization is required to identify FLSA overtime).

231.13 Penalty Overtime. A premium paid to eligible employees at a rate of two times the base hourly straight time rate, except during the month of December.

231.2 Eligibility

231.21 Two exhibits have been prepared that identify employees eligible to receive overtime pay. Exhibit 2-7 indicates employees eligible to receive pay for hours served in excess of 8 hours a day. Exhibit 2-8 describes employees eligible to earn overtime pay for hours served in excess of 40 hours per week.

231.22 Note that eligible part-time regular and part-time flexible schedule employees receive overtime only for hours in excess of eight in a day or 40 in a week. Casual and temporary employees receive overtime only for hours worked in excess of 40 hours in a work week as provided by FLSA.

231.23 Penalty overtime is paid if any of the following conditions are incurred:

a. For a full-time employee:

- (1) Overtime is worked on more than four of the employee's five scheduled days in a service week; or
- (2) For work/paid leave over 10 hours on a regularly scheduled day; or
- (3) For work/paid leave over 8 hours on a non-scheduled day; or
- (4) Over six days in a service week

b. For a part-time employee: All work/paid leave in excess of 10 hours in a service day; or 56 hours in a service week.

231.3 Unauthorized Overtime

231.31 Postal Service policy requires time worked in excess of 8 hours in a service day or 40 hours in a service week to be paid at an overtime rate. Unauthorized overtime occurs when an employee's clock time exceeds 8 hours in a day or 40 hours in a week without prior authorization from a supervisor. That time must be paid unless the employee's supervisor observed, or had reason to know, that the employee did not work during the period in question.

231.32 Periods of unauthorized overtime must be recorded on Form 1017B, *Unauthorized Overtime Record*.

231.4 Authorization and Supporting Forms

231.41 The employee's supervisor records all overtime authorization on the Employee Work Assignment Schedule where practicable. The supervisor must record the entry in whole hours and code with OT.

231.42 The timekeeper must enter the authorizations for overtime.

231.43 Occurrences of unauthorized overtime are recorded on Form 1017B.

231.5 Transactor Screen Settings. For the transactor screen settings of an overtime authorization, see Exhibit 2-21. Guarantee overtime transactor screen settings are shown in Exhibit 2-22.

231.6 Verification of Input. Overtime is an authorization that must be verified by the supervisor or his designee (see part 646).

232 Out-Of-Schedule Premium (refer to the ELM, section 434.6)

232.1 Definition

232.11 Out-of-Schedule Premium (OOS) is paid to an eligible full-time bargaining unit employee for time worked outside of, and instead of, the employee's regularly scheduled workday or workweek when the employee is working on a temporary schedule at the request of management.

Notice of the temporary schedule change must be given to the employee by Wednesday of the preceding service week.

232.12 Payment of Out-of-Schedule Premium depends on timely notice being given by management of the temporary schedule change, as follows:

a. If an employee is notified of a temporary schedule change by Wednesday of the preceding service week, even if this change is revised later, the employee's time can be limited to the hours of the revised schedule. OOS Premium is paid for those hours worked outside of, and instead of, his regular schedule.

b. If an employee is not notified of a temporary schedule change by Wednesday of the preceding service week, the employee is entitled to work her regular schedule. Therefore, any hours worked in addition to the employee's regular schedule are not worked instead of her regular schedule. Such additional hours worked are not considered as OOS Premium hours. Instead, these hours are paid as overtime hours worked in excess of 8 hours per service day or 40 hours per service week.

232.13 OOS Premium hours cannot exceed the unworked portion of the employee's regular schedule. If the employee works his full regular schedule, then any additional hours worked are not substituted for his regular schedule and are not considered as OOS Premium hours.

232.14 Any hours worked that result in paid hours in excess of 8 per service day or 40 hours per service week are to be recorded as overtime.

232.15 Some examples of out-of-schedule premium are as follows:

a. An employee is notified by Wednesday of the preceding service week to work a temporary schedule from 6:00 a.m. to 2:30 p.m., instead of his regular schedule from 8:00 a.m. to 4:30 p.m., for this schedule, the employee is paid two hours OOS Premium for the hours worked from 6:00 a.m. to 8:00 a.m. and 6 hours straight time for the hours worked from 8:00 a.m. to 2:30 p.m. If, in this situation, the employee continues to work into or beyond the balance of his regular schedule (2:30 to 4:30 p.m.), then he is paid for 10 total hours: 8 hours of straight time and 2 hours of regular overtime. No OOS would be given to this employee (see Exhibit 2-3).

b. An employee's regular schedule is Monday through Friday, and she is given a temporary schedule for Sunday through Thursday. The employee will be paid OOS Premium hours for

Sunday, provided she does not work her regularly scheduled hours on Friday. If, however, the employee also works her regular schedule on Friday, then the hours worked on Sunday would be paid as regular overtime hours worked in excess of 40 in the service week.

232.2 Full-Time Flexible Schedule Employees

232.21 Full-time flexible schedule employees (see Pages 186-187 of the National Agreement) are entitled to all provisions of the National Agreement except for the basic workweek (ELM, section 432.3). The full-time flexible schedule employee's reporting time, non-scheduled days, and work locations may change each week, as established on the preceding Wednesday.

232.22 SPC "F" is used to identify Full-time flexible schedule employees. The SPC "F" can be input using transaction B3, item change, but will be rejected if the EMR D/A code is not 13-4 or 11-0.

232.23 If the schedule of the preceding Wednesday is subsequently changed, the employee coded with SPC F is entitled to work the set schedule and is entitled to regular overtime for work outside of this schedule. Also, the employee is entitled to administrative leave for any unworked portion of a tour if released from duty, without working a full tour.

232.24 Inasmuch as these employees do not have a "basic workweek" as contemplated in the ELM, section 432.3, the out-of-schedule premium provisions in the ELM, section 434.6 do not apply. OOS Premium authorizations and adjustments will be rejected for all employees with SPC F. These will appear on the Employee Activity Report with an appropriate error signal.

232.25 When SPC F employees are converted to regular schedule status, an SPC 0 should be annotated on Form 1476 when processing the personnel action. The input of SPC 0 (zero) will delete the SPC F. If the employees' D/A is changed, the "F" will be deleted automatically.

232.3 Eligibility

232.31 Exhibit 2-9 indicates those employees who are eligible to receive OOS Premium while working a qualifying temporary schedule within a bargaining unit, or while detailed to a nonbargaining position.

232.32 Employees are not entitled to OOS Premium under the following conditions, when:

- a. Detailed to a postmaster position as officer in charge;
- b. Detailed to a rural carrier position;
- c. Detailed to an ad hoc position, for which the employee applied and was selected, when the core responsibilities of the position require work on an irregular schedule;
- d. Detailed to either a bargaining unit or nonbargaining unit position in grade 19 and above;
- e. Attending a recognized training session that is a planned, prepared, and coordinated program or course;
- f. Assigned to light duty according to the provisions of the collective bargaining agreement, or as required by the Federal Employee Compensation Act, as amended;
- g. Allowed to make up time missed due to tardiness in reporting for duty;
- h. In accord with and permitted by the terms of job bid;
- i. A request for a schedule change is made by the employee for personal reasons and is agreed to by the employee's supervisor and shop steward or other collective bargaining representatives;
- j. Clerk craft employees represented by the American Postal Workers Union are detailed to higher level nonbargaining positions.

232.4 Authorization and Supporting Forms

232.41 For a change of schedule at management's request, the supervisor must complete a Form 1723. For instructions on how to complete it, see Exhibit 2-27.

232.42 For a change in schedule at the employee's request, the employee must complete Form 3189, *Request For Temporary Schedule Change For Personal Convenience*. See Exhibits 1-12 and 2-28.

232.5 Transactor Screen Settings. See Exhibit 2-23.

232.6 Verification of Input. OOS must be verified by the supervisor or her designee.

233 Holiday Scheduling Premium (refer to the ELM, section 434.533)

233.1 Definition. Holiday Scheduling Premium (HSP) is paid to eligible full-time bargaining unit employees for time actually worked on a holiday or

on the employee's designated holiday (except Christmas) when the holiday schedule is not posted in accordance with the National Agreement.

233.2 Eligibility (See Exhibit 2-10)

233.21 If the schedule is not posted as of the Tuesday preceding the service week in which the holiday falls, a full-time regular bargaining unit employee who volunteers or is required to work her holiday or designated holiday, shall receive HSP for each hour of work, not to exceed 8 hours. This premium is paid in addition to both holiday leave pay and holiday worked pay.

233.22 If the schedule is posted according to the National Agreement and the scheduled reporting time for an employee on that list is changed due to the needs of the service, the employee is due the difference between the original and revised scheduled starting times. The amount of this difference is paid as HSP.

233.23 Subsequent to the Tuesday posting, an emergency situation attributable to an Act of God may arise that requires the use of manpower on a holiday in excess of the posted schedule. In this event, full-time regular employees who volunteer or are required to work or who volunteer to work in this circumstance do not receive HSP.

233.24 When a full-time regular employee scheduled to work on a holiday under the circumstances described in section 233.21 is unable to or fails to work on the holiday, the supervisor may require another full-time regular employee to work such schedule. The replacement employee is not eligible for HSP.

233.3 Authorization and Supporting Forms. The supervisor must review all time and attendance records for bargaining unit employees who worked on a holiday and must identify those employees who qualify to receive HSP. The supervisor will then send the employee work assignment schedule to the timekeeper. The schedule must indicate employees that should be credited with HSP.

233.4 Transactor Screen Settings. See Exhibit 2-24.

233.5 Verification of Input. HSP must be verified.

234 Nonbargaining Rescheduling Premium (refer to the ELM, section 434.7)

234.1 Definition. Nonbargaining Rescheduling Premium (NBRP) is paid to eligible nonbargaining employees for time actually worked outside of, and instead of, their regularly scheduled workweek when less than 7 calendar days notice of the schedule change is given.

234.2 Eligibility. All full-time nonbargaining unit employees, grades 18 and below who are non-exempt, except for postmasters and officers-in-charge who are rescheduled due to their relief not being available to work the sixth day, are eligible for NBRP. See Exhibit 2-11.

234.3 Authorization and Supporting Forms. The supervisor must review the time and attendance records for nonbargaining unit employees who are given less than 7 days notice of a schedule change and who qualify to receive NBRP. The supervisor will then notify the timekeeper to enter NBRP for those employees.

234.4 Transactor Screen Settings. See Exhibit 2-25.

234.5 Verification of Input. NBRP must be verified by the supervisor or his designee.

240 Premium Hours

241 Night Differential (refer to the ELM, section 434.2)

241.1 Definition. Night differential is a premium paid to eligible employees for all work performed between 6:00 p.m. and 6:00 a.m. Night differential is paid in addition to any other premiums earned by the employee.

241.2 Eligibility

241.21 Exhibit 2-12 indicates the employees who are eligible to receive night differential.

241.22 Eligible employees who are regularly assigned to a night tour of duty are entitled to receive an equivalent amount of night differential when rescheduled to day work due to:

- a. Participation in compensable training;
- b. Court or jury duty;
- c. Placement in "continuation of pay" status;
- d. Service on military leave; or

e. Rescheduled to day work due to a compensable on the job injury or disability.

241.23 Eligible employees whose established tour includes any time between 6:00 p.m. and 6:00 a.m. receive the same amount of night differential time for training even if the training occurs during the day.

241.3 Authorization and Supporting Forms. Night differential is computed by the system for all eligible employees for work performed between 6:00 p.m. and 6:00 a.m. There are no authorization transactions for night differential.

241.4 Transactor Screen Settings. None.

241.5 Verification of Input. None.

242 Sunday Premium (refer to the ELM, section 434.3)

242.1 Definition. Sunday Premium is paid to eligible employees for all hours worked during a scheduled tour, any part of which falls on a Sunday. An employee may not be credited with more than 8 hours of Sunday Premium per tour and with no more than 16 hours per service week.

242.2 Eligibility

242.21 Exhibit 2-13 describes those employees who are eligible to receive Sunday Premium. It is important to note that only those employees who have been scheduled to work on a Sunday are eligible to receive the premium. If the employee has not been scheduled, then he is not eligible for Sunday Premium. Employees *will not* receive Sunday Premium if Sunday time is due to:

- a. Late clocking out.
- b. Early clocking in.
- c. A temporary schedule change at the employee's request.
- d. A temporary schedule initiated by management *if* the employee receives out-of-schedule premium or nonbargaining rescheduling premium.

242.22 If on leave for any part of the tour, the employee is not entitled to Sunday Premium for the leave hours. The only exception to this condition is for leave granted for court or military duty on a scheduled Sunday tour or to an employee in a continuation of pay status. Then the employee is entitled to Sunday Premium just as though he had worked. However, if on leave during the actual

Sunday hours portion of the tour, the employee is paid Sunday Premium only for the actual hours worked during the tour.

242.3 Authorization and Supporting Forms

242.31 Sunday Premium is computed by the system for all eligible employees for work performed on Sunday, or for a tour that extends into or begins on a Sunday. There are no authorization transactions for Sunday Premium.

242.32 The system will compute Sunday Premium only if .50 hours or more is worked on a Sunday. If .49 hours or less of an employee's scheduled tour is on a Sunday, and the employee works that tour, a TR 6 adjustment, as outlined in Chapter 7, is made to ensure that the employee receives Sunday Premium.

242.33 Out-Of-Schedule Premium and Sunday Premium are not paid for the same work period. When an employee works overtime, or OOS, on a Sunday, the system records the OT or OOS and drops the Sunday Premium.

242.34 Sunday Premium and holiday workhours or Christmas Workhours are both paid for the same work period. Whenever an employee is entitled to Sunday Premium and holiday work pay or Sunday Premium and Christmas work pay for the same time period, the system will record both premiums.

242.4 Transactor Screen Settings. None.

242.5 Verification of Input. None.

243 Holiday Worked Pay (refer to the ELM, section 434.5)

243.1 Definition

243.11 Holiday Worked Pay is a premium paid to eligible employees for hours worked on a recognized holiday (other than Christmas) or for hours worked on the employee's designated holiday (see subchapter 370 for recognized holidays and definitions of designated holidays).

243.12 Eligible employees who are required to work on their holiday or designated holiday are paid (in addition to any pay for holiday leave to which they may be entitled) their base hourly straight time rate for each hour worked, up to 8 hours. Any work beyond 8 hours is treated as overtime.

243.2 Eligibility

243.21 An employee who is scheduled to work on a holiday but who does not actually work must not receive holiday leave pay unless the absence is based on an extreme emergency and is excused by the employee's supervisor. Such employees who are to be denied pay must be charged with Leave Without Pay (LWOP), or if applicable, Absent Without Leave (AWOL); both as described in part 394. In either case, a Form 3971 must be completed. If the LWOP or AWOL is later removed and holiday leave is granted, the Form 3971 must be so annotated and retained.

243.22 Exhibit 2-14 indicates those employees eligible to receive holiday worked pay.

243.3 Authorization and Supporting Forms. The system will automatically record holiday worked pay for each hour of work, not to exceed 8 hours, for employees who receive holiday leave credit. No authorization transaction or supporting form is required.

243.4 Input Transaction Settings. None.

243.5 Verification of Input. None.

244 Christmas Work

244.1 Definition

244.11 Christmas Work (CW) is paid to eligible employees for hours worked on Christmas Day or the day designated as the employee's Christmas holiday (see subchapter 370 for definition of designated holiday).

244.12 Eligible employees who are required to work are paid at 150 percent of the base hourly straight time rate for up to 8 hours worked, in addition to any pay for Holiday leave to which they are entitled under subchapter 370. Work in excess of 8 hours is overtime.

244.2 Eligibility

244.21 Part-time flexible schedule employees receive Christmas Work for each hour worked on December 25, up to a maximum of 8 hours.

244.22 An employee who is scheduled to work on Christmas but does not actually work, must not receive Holiday Leave pay unless the absence is based on an extreme emergency situation and is excused by the employee's supervisor. Such employees who are denied pay are charged with

LWOP as described in 340, or if applicable, AWOL as described in 394. In either case, a Form 3971 must be completed. If the LWOP or AWOL is later removed and holiday leave granted, Form 3971 must be so annotated and retained.

244.23 Exhibit 2-15 indicates the employees who are eligible for Christmas Work pay.

244.3 Authorization and Supporting Forms

244.31 The system automatically records Christmas Work for each hour of work, not to exceed 8 hours, for full time employees. No authorization transaction or supporting form is required.

244.32 The system automatically records Christmas work for each hour of work, not to exceed 8 hours, for part-time flexible employees for work performed between midnight of December 24 and midnight of December 25. No authorization transaction or supporting form is required.

244.4 Transactor Screen Settings. None.

244.5 Verification of Input. None.

250 Work Related, Nonproductive Hours

251 Meeting Time

251.1 Definition

251.11 Officials in charge of installations may authorize employees to attend meetings, conferences, hearings on official business, and so forth. Absence from regular duty assignments is to be charged both as work hours and as meeting time. The time spent in informal operational meetings (such as safety talks, stand up sessions, etc.) conducted on the work room floor is not considered "meeting time".

251.12 If voluntary attendance occurs outside the employees scheduled workday or the hours when the employee normally is required to work, no time is to be recorded in the system. Attendance is not voluntary if the employee understands or is led to believe that his present working conditions or the continuation of his present employment would be adversely affected by non-attendance.

251.13 If voluntary attendance falls within the definition of training as found in section 438.2 and subchapter 710 of the Employee and Labor Relations Manual (ELM), that time must be recorded as training time.

251.14 Meeting time is intended to record certain work hours for management information purposes. It is intended to separately identify and record time that employees spend away from their normal assignment and at management authorized meetings. As Exhibit 2-5 shows, participation by managers on behalf of the Postal Service is considered to be part of their normal duty and is not recorded as meeting time.

251.2 Eligibility

251.21 All employees are eligible to have time recorded as meeting time.

251.22 Exhibit 2-5 has been prepared to assist timekeepers and supervisors in determining which time is properly considered meeting time.

251.3 Authorizations and Supporting Forms

251.31 The supervisor prepares a Form 7020, *Authorized Absence From The Workroom Floor* (see Exhibits 1-15 and 2-29), for each employee who is authorized to attend a meeting called at the request of local management. The supervisor must record the time that the employee leaves to attend the meeting on the Form 7020.

251.32 Employees must make a move to the correct meeting time operation number on an Employee Badge Reader.

Functional Area	Opn Number
Mail Processing	630
Customer Services	631
Delivery Services	632
Maintenance Employees	634
Controller, Supervisor	635
Controller, Non-Supv.	636
Finance, Administrative & Clerical	637
PSDS Operations	638
Budget & Financial Analysis	639
Systems Compliance	640
Human Resources, Supv	641
Labor Relations	642
Personnel	643
EEO/Affirmative Actions	644

251.4 **Employee Badge Reader Display.** Rings used to identify functional activities are called move rings. Move rings to meeting time are made on the Employee Badge Reader (EBR). MOVE rings can be inserted with a TR 5, Clock Ring Adjustment. TR 5s are described in Chapter 7.

251.5 Verification of Input. None.

252 Steward's Duty Time

252.1 Definition. Steward's Duty Time is the time spent by certified union steward's during their scheduled tour for investigating, presenting, and adjusting grievances as authorized by the applicable collective bargaining agreement.

252.2 Eligibility. See Exhibit 2-16.

252.3 Authorizations and Supporting Forms

252.31 When it is necessary for a steward to investigate and adjust grievances, he must request permission from his immediate supervisor. Upon granting approval, the supervisor must complete Form 7020, *Authorized Absence From The Workroom Floor* (Exhibit 1-15). The supervisor must record the time on Form 7020 that the steward begins investigating or adjusting a grievance. See Exhibit 2-30 for a properly completed Form 7020..

252.32 Stewards must clock-in on Steward's Duty Time on an Employee Badge Reader by using a MOVE clock ring type to a steward's duty operation number.

Craft	Opn Number
Clerks (MP)	607
Clerks (CS)	608
Clerks (Fin)	610
Clerks (E & LR)	611
Mail Handlers	612
Carriers	613
Spec Del Msgers	614
VMF Employees	615
Maintenance Emp	616
MVS Drivers	617

252.33 Upon completion of the Steward's Duty Time, the steward must report to his supervisor and input a MOVE transaction to the operation number of his work assignment. The supervisor records this time on the Form 7020 and forwards it to the DCS.

252.34 If an EBR is unavailable to the steward, the supervisor or a timekeeper must input the two move transactions for the steward.

252.4 EBR Display Settings. MOVE rings to Steward's Duty Time are made on the Employee Badge Reader (EBR). MOVE rings can be inserted with a TR 5, Clock Ring Adjustment. TR 5s are described in Chapter 7.

252.5 Verification of Input. None.

260 Travel Time (refer to the ELM, part 438)

261 Definition

261.1 Travel Time is authorized and compensable time spent by an eligible employee moving between one work facility and another, or between home and a work facility other than the employee's official duty station.

261.2 Travel Time may occur on a scheduled or nonscheduled day during or outside of regular scheduled work hours, depending on the type of travel involved and on the eligibility of the employee.

Functional Area	Travel Time Opn Within Established Hours of Service
Operations Support	900
Mail Processing	620
Delivery Services	622
Vehicle Services	901
Plant & Equipment Maint.	624
Customer Services	621
Controller	623
Human Resources	902
Marketing & Communications	903
Administration	904

Functional Area	Travel Time Opn Outside Established Hours of Service
Operations Support	905
Mail Processing	625
Delivery Services	627
Vehicle Services	906
Plant & Equipment Maint.	629
Customer Services	626
Controller	628
Human Resources	907
Marketing & Communications	908
Administration	909

261.3 "Travel time" performed by eligible employees are considered work hours.

261.4 Local travel is defined as travel within a local commuting area.

261.5 There are three types of compensable Travel Time:

a. Travel within a city or between facilities from job site to job site on a service day. Time spent by an eligible employee in travel on Postal Service business within a local commuting area or between facilities from job site to job site within a local commuting area where the employee is performing

official duties during a service day is compensable Travel Time when there is no break in duty status. However, when an employee is employed to work on a permanent basis at more than one location in the same service day, the time spent commuting between the locations is not compensable Travel Time, provided there is a break in duty status between the work performed in the different locations. A break in duty status occurs when an employee is completely relieved from duty for a period of at least one hour that may be used for the employee's own purposes. This one hour or greater period must be in addition to the actual time spent in travel and the normal meal period, if the normal meal period occurs during the time interval between the work at the different locations. If an employee is instructed to report directly from home to a job site other than the official duty station or is authorized to go home directly from a job site instead of returning to the official duty station, such travel is ordinary home to work commuting and is not compensable work hours.

b. Travel to another city and back within one service day. Except as provided below, time spent by an eligible employee who travels away from the local commuting area and returns within one service day is considered hours worked. Time spent commuting to and from an airport, bus terminal, or railroad station, however, and the usual meal time, if it occurs during the period of travel, must be deducted from compensable work hours.

c. Travel away from home overnight that occurs during an employee's established work schedule on the employee's scheduled day off, or scheduled workday. Time spent traveling to a postal facility or other work site where the employee will remain overnight, and time spent returning to one's official station is compensable insofar as it coincides with the employee's normal work schedule at her home installation. This time is compensable if it occurs during the employee's nonscheduled workday. For instance, if an employee with a regular schedule of 8:00 a.m. to 4:30 p.m. Monday through Friday travels from 2:00 p.m. to 5:00 p.m. on Saturday or Sunday, the employee is credited with 2.50 hours worked. If the same employee travels from 5:00 p.m. to 8:00 p.m. on Saturday or Sunday, the employee would not be credited with any hours worked for that time because the travel took place outside the employee's regular scheduled hours.

261.6 Time spent actually driving an automobile while traveling away from home because no public transportation is available is "Travel Time" whether that time occurs within or outside of the employee's normal working hours.

261.7 If an eligible employee traveling away from home overnight is offered public transportation but uses a personally-owned conveyance for personal convenience, only the lesser of the time spent actually driving, or those creditable hours that would have been spent in travel by public transportation will be counted as hours worked.

261.8 Employees who commute from home before their regular workday and return to their homes at the end of the regular work schedule are engaged in ordinary home to work travel, which is a normal incident of employment. As such, it is not a compensable work time whether the work is performed at a fixed location or at different job sites within the local community. Commuting to and from work is also not compensable when an employee is called back to work after the completion of the regular workday, but such commuting time is compensable if the employee is called back to work at a location other than his regular work site. Employees who are regularly scheduled to work at more than one work location without a break in duty status, except for normal lunch periods, are compensated for Travel Time between the work locations.

261.9 Regular scheduled meal periods are excluded from any Travel Time, even when traveling on a day that is not a regular workday.

262 Eligibility

262.1 Eligibility for Travel Time is shown in Exhibit 2-17.

262.2 All employees are eligible for "Travel Time" during the hours of their regular work schedule. Travel time is also included in hours worked in excess of 8 hours in a day or 40 hours in a week for the calculation of overtime.

262.3 Out-Of-Schedule overtime, Holiday Rescheduling Premium, Nonbargaining Rescheduling Premium, or guaranteed time is not payable to employees in a travel status.

262.4 Night differential is paid to eligible employees during those hours of travel between 6:00 p.m. and 6:00 a.m. on either a scheduled or non-scheduled day.

262.5 Any work by an employee performed for the Postal Service that is required or suffered or permitted to be performed while traveling, in addition to actually driving as described in section 261.5 above, is considered hours worked.

263 Authorization and Supporting Forms

263.1 If the employee is on duty at his home office at an installation with an EBR, he must input an EBR MOVE transaction to a travel operation number when he enters a travel status. At the end of the travel period, the employee must input a MOVE transaction to the operation number of his work assignment.

263.2 If an EBR is not available to an employee in a travel status at his home office, he must enter his clock rings on a Form 1260. Any clock ring that cannot be input directly into the system by the employee must be recorded on the Form 1260. The employee completes items 1 through 6, enter his clock rings in item 6 and forward the Form 1260 to his supervisor. See Exhibit 2-31 for an example of a properly completed Form 1260.

263.3 The employee's supervisor must review Form 1260, sign it in item 11, and forward it to the badge control center.

263.4 The timekeeper must input the clock rings daily. As the timekeeper inputs the individual clock rings, he must place a check mark in the transacted column of the Form 1260 so that he is able to locate the next clock ring to input. After all inputs are

made, the timekeeper must complete items 7 through 10 and return the Form 1260 to the DCS or designated control center for filing.

263.5 If the employee is in a travel status at an office other than his home office, or if he does not end his tour at his home office, he should call his clock rings into his supervisor, who completes a Form 1260 and submits it to the DCS for input.

263.6 If an employee is in a travel status on a nonscheduled day, he should record a begin and end tour on a Form 1260 and send it to the control center for input after his supervisor has signed it.

264 EBR Display Settings

MOVE rings to Travel Time are made on the Employee Badge Reader (EBR). MOVE rings can be inserted with a TR 5, Clock Ring Adjustment. TR 5s are described in Chapter 7.

265 Verification of Input

If the employee enters a move ring for himself via a TR 3 no verification is necessary. If a timekeeper enters the rings for an employee from a Form 1260, no verification is necessary.

Contents

Chapter 3--Recording Leave Hours

310 Overview 93	
311 Purpose	
312 Chapter Organization	
312.1 Procedures for Leave Types	341.22 Rural Carriers
312.2 Higher Level Serial Number	341.3 Authorization and Supporting Forms
312.3 Leave and Premium Pay	341.4 Other Types of LWOP
312.4 Documentation Requirements	341.5 Transactor Settings
312.5 Part Tour Leave	341.6 Verification of Input
312.6 Full Day Leave	342 Leave Without Pay - Injury On Duty (OWCP)
312.7 Leave and Overtime, Part-Time Flexibles	342.1 Definition
312.8 Leave Adjustments	342.2 Eligibility
	342.21 Eligibility Chart
	342.22 Rural Carriers
	342.3 Authorization and Supporting Forms
	342.4 Transactor Settings
	342.5 Verification of Input
320 Annual Leave..... 94	343 Leave Without Pay - Maternity/Paternity Reasons
321 Definition	343.1 Definition
322 Eligibility	343.11 Absence for Maternity Reasons
322.1 Eligibility Chart	343.12 Absence for Paternity Reasons
322.2 New Employees	343.2 Eligibility
322.3 Transfers	343.21 Eligibility Chart
322.4 Rural Carriers	343.22 Rural Carriers
322.5 Part-Time Flexible Employees	343.3 Authorization and Supporting Forms
323 Authorization and Supporting Forms	343.4 Transactor Settings
323.1 Requests	343.5 Verification of Input
323.2 Emergencies	344 Leave Without Pay - Suspensions
323.3 Absences of More than 5 Days	344.1 Definition
323.4 Granting Leave	344.2 Eligibility
324 Transactor Settings	344.21 Suspended Employees
325 Verification of Input	344.22 Rural Carriers
	344.3 Authorization and Supporting Forms
	344.4 Transactor Settings
	344.5 Verification of Input
330 Sick Leave..... 95	345 Leave Without Pay - Union Officials
331 Definition	345.1 Definition
332 Eligibility	345.2 Eligibility
332.1 Eligibility Chart	345.3 Authorization and Supporting Forms
332.2 Rural Carriers	345.4 Transactor Settings
332.3 Part-Time Flexible Employees	345.5 Verification of Input
332.4 Part-Time Regular Employees	
333 Authorization and Supporting Forms	
334 Transactor Settings	
335 Verification of Input	
336 Advanced Sick Leave	
336.1 Definition	
336.2 Authorization and Supporting Forms	
336.3 Timeliness of Request	
336.4 Maximum Advance Sick Leave	
336.5 Transactor Settings for Advance Sick Leave	
340 Leave Without Pay 96	350 Court Leave 99
341 LWOP - Other	351 Definition
341.1 Definition	352 Eligibility
341.2 Eligibility	352.1 Eligibility Chart
341.21 Eligibility Chart	352.2 Rural Carriers
	352.3 Non-eligibles
	352.4 Other Eligibility Factors
	353 Authorization and Supporting Forms
	353.1 Authorization
	353.2 Form 3971
	353.3 Form 1224

353.4 Transactor Settings	
353.5 Verification of Input	
360 Military Leave	100
361 Definition	
362 Eligibility	
362.1 Eligibility Chart	
362.2 Rural Carriers	
362.3 Armed Forces Categories	
362.4 Other Eligibility Factors	
362.5 Non-Work Days	
362.6 ELM Reference	
363 Procedures	
363.1 Full-Time Employees	
363.2 Part-Time Employees	
363.3 Transfers From Another Agency	
363.4 Casual or Temporary Employees	
364 Military Leave For Law Enforcement	
365 Authorization and Supporting Forms	
365.1 Responsible Official	
365.2 Form 3971	
365.3 Form 3973	
365.4 Transactor Settings	
366 Verification of Input	
370 Holiday Leave	102
371 Definition	
371.1 Observed Holidays	
371.2 Holiday Leave Amount	
371.3 Actual Holiday	
371.4 Designated Holiday	
371.5 Postmaster's Holiday Leave	
371.6 Holiday Leave and Office of Workman's Compensation	
371.7 Holiday Leave Pay	
372 Eligibility	
372.1 Eligibility Chart	
372.2 Rural Carriers	
372.3 Other Eligibility Factors	
372.31 Last Hour/First Hour Pay Status	
372.32 Part-time Regular Schedule Employees	
372.33 Failure to Work	
372.34 Part-time Flexible Schedule Employees	
372.35 Higher Level Duty	
372.4 Authorization and Supporting Forms	
372.5 Transactor Settings	
372.6 Verification of Input	
380 Administrative Leave	103
381 General	
381.1 Definition	
381.2 Types	
382 Acts Of God Leave	
382.1 Definition	
382.2 Eligibility	
382.21 Eligibility Chart	
382.22 Rural Carriers	
382.23 Dismissal Due to Act of God	
382.24 Approved Leave	
382.3 Authorization and Supporting Forms	
382.4 Transactor Settings	
382.5 Verification of Input	
383 Civil Disorder Leave	
383.1 Definition	
383.2 Eligibility	
383.21 Eligibility Chart	
383.22 Rural Carriers	
383.3 Authorization and Supporting Forms	
383.4 Transactor Settings	
383.5 Verification of Input	
384 Civil Defense Leave	
384.1 Definition	
384.2 Eligibility	
384.21 Eligibility Chart	
384.22 Rural Carriers	
384.3 Authorization and Supporting Forms	
384.4 Transactor Settings	
384.5 Verification of Input	
385 Voting And Registration Leave	
385.1 Definition	
385.2 Eligibility	
385.21 Eligibility Chart	
385.22 Rural Carriers	
385.23 Other Eligibility Factors	
385.3 Authorization and Supporting Forms	
385.4 Transactor Settings	
385.5 Verification of Input	
386 Blood Donation Leave	
386.1 Definition	
386.2 Eligibility	
386.21 Eligibility Chart	
386.22 Rural Carriers	
386.3 Authorization and Supporting Forms	
386.4 Transactor Settings	
386.5 Verification of Input	
387 Veterans Funeral Leave	
387.1 Definition	
387.11 To Attend Funeral Services	
387.12 Immediate Relatives	
387.2 Eligibility	
387.21 Eligibility Chart	
387.22 Rural Carriers	
387.3 Authorization and Supporting Forms	
387.4 Transactor Settings	
387.5 Verification of Input	
388 Postmaster Convention And Organization Leave	
388.1 Definitions	
388.11 Postmaster Conventions	

- 388.12 Postmaster Organization Business
- 388.2 Postmaster Convention Eligibility
 - 388.21 Postmaster and OIC Eligibility
 - 388.22 Postmaster Organization Eligibility
- 388.3 Authorization and Supporting Forms
- 388.4 Transactor Settings
- 388.5 Verification of Input
- 389 Relocation Leave
 - 389.1 Definition
 - 389.2 Eligibility
 - 389.21 Eligibility Chart
 - 389.22 Rural Carriers
 - 389.23 Requirement
 - 389.3 Authorization and Supporting Forms
 - 389.4 Transactor Settings
 - 389.5 Verification of Input
- 390 Other Types Of Leave
and Absence 108**
- 391 Other Paid Administrative Leave
 - 391.1 Definition
 - 391.2 Eligibility
 - 391.3 Authorization and Supporting Forms
 - 391.4 Transactor Settings
 - 391.5 Verification of Input

- 392 Continuation Of Pay
 - 392.1 Definition
 - 392.11 Entitlements for Injured Employees
 - 392.12 Period of Disability Entitlement
 - 392.13 Limitation
 - 392.14 Prior to Separation
 - 392.15 Calculation of Continuation Of Pay
 - 392.16 Day of Injury
 - 392.17 COP and Premium Pay
 - 392.18 COP and Holidays
 - 392.2 Eligibility
 - 392.21 Eligibility Chart
 - 392.22 Rural Carriers
 - 392.3 Authorization and Supporting Forms
 - 392.4 Transactor Settings
 - 392.5 Verification of Input
- 393 Absence Without Official Leave
 - 393.1 Definition
 - 393.2 Eligibility
 - 393.3 Authorization and Supporting Forms
 - 393.4 Transactor Settings
 - 393.5 Verification of Input
- Table of Exhibits..... 111**

Chapter 3 Recording Leave Hours

310 Overview

311 Purpose

Chapter 3 describes in detail the procedures that must be followed in requesting, approving, and recording time off for leave. Definitions in this chapter are intended to assist in carrying out the timekeeping function. The procedures in this chapter deal only with the timekeeping entries that must be made each day. For detailed leave policy, refer to the *Employee and Labor Relations Manual* (ELM), subchapter 510.

312 Chapter Organization

312.1 Procedures for Leave Types. An employee is entitled to many types of leave. There is a separate procedure in this chapter for each "leave type." Each procedure is divided into five sections:

a. A definition of the "leave type" in question. The definition provides a detailed explanation of the conditions that must be met before an eligible employee has time "charged" to the leave category.

b. An eligibility chart that indicates, by employee classification (full time, part time regular, etc.) the employees who are eligible to have time "charged" to the leave type. An employee's classification can be obtained by referring to the designation activity code found on the employee master file or the Work Assignment listing.

c. A description of the authorization and supporting forms that must be used to support an employee's work and leave inputs. If the employee is not present to sign the supporting forms prior to the Week 1 or Week 2 cutoffs, the supervisor must make the decision on how the employee will be paid. The employee completes and signs the supporting document immediately upon returning to duty.

d. A description of the required transactor settings. This section explains how to complete the fields on a transactor screen for input. See Exhibit 3-2.

e. Verification requirement and reference. Check that the correct leave and amount of hours are input. Refer to the Leave Balance Listing Report (Exhibit 1-16).

312.2 Higher Level Serial Number. If an employee takes leave while in a higher level status, the serial number of the higher level record is set in the H/L SER NUM field. A higher level record is established for each different higher level position an employee holds over a pay period. "Different" means that the level of the position is not the same. An employee may be assigned to eight different higher level positions in one pay period. The first higher level position would be serial number 1, the second serial number 2, and so on.

312.3 Leave and Premium Pay. Except for certain leave types, employees on leave are not entitled to Sunday Premium, night differential, or any other types of premium pay. The system accumulates night differential credit for employees on court leave, military leave, and continuation of pay. Any portion of a leave authorization occurring between 6 p.m. and 6 a.m. has night differential accumulated.

a. Employees who normally take a lunch between 6:00 p.m. and 6:00 a.m. may have to have their normal lunch period added to their scheduled tour time when entering the LEAVE START TIME. For example, an employee with a scheduled tour start time of 0100, who normally takes a 30-minute lunch before 6 a.m., would have his leave entered with a LEAVE START TIME of 0150.

b. Employees who normally take a lunch period between 6:00 a.m. and 6:00 p.m. whose normal scheduled End Tour is after 6:00 p.m. would have their LEAVE START TIME adjusted to account for their lunch period by adding their normal lunch period to their scheduled Begin Time.

c. The system pays Sunday Premium for court leave, military leave, and continuation of pay if any portion of these leave periods falls on a Sunday.

312.4 Documentation Requirements

312.41 All leave requests must be documented in writing using Form 3971, *Request for or Notification of Absence* (Exhibit 1-13). Exhibit 3-1 is a Form 3971 and an explanation of how it should be completed.

312.42 Unless specifically directed by a supervisor, timekeepers are prohibited from making any paid leave inputs if the Form 3971 supporting the entry is not on file. If a Form 3971 supporting a leave entry is not on file, the supervisor is required to resolve the problem of a missing Form 3971.

312.5 Part Tour Leave

312.51 When an employee works for only a part of a tour and takes leave for the remainder, it is the supervisor's responsibility to see that the employee clocks in and out. In such situations, the Five Minute Leeway Rule does not apply.

312.52 The amount of leave granted to an eligible part time employee cannot exceed the remainder of his scheduled tour for the day, except that Annual Leave may be granted up to a combined total of work and leave not to exceed 8 hours, even though the total of 8 hours exceeds the employee's scheduled tour for the day.

312.6 Full Day Leave. Full and part-time regular employees may be granted up to eight hours leave on days when no portion of the tour is worked, provided that it is a normal scheduled work day. Part-time flexible employees may also be granted leave on days up to an amount equal to the hours they would normally be required to work, except that Annual Leave may be granted up to 8 hours.

312.7 Leave and Overtime, Part-Time Flexibles. Annual Leave for part-time flexible employees may be granted on days the employee is not scheduled to work. In no case may the total of straight time hours and all paid leave hours exceed 8 hours per service day or 40 hours per service week, nor can leave be granted that would put the employee in an overtime situation.

312.8 Leave Adjustments. The adjustment procedures for correcting erroneous leave entries are discussed in Chapter 7.

320 Annual Leave (refer to the ELM, part 512)

321 Definition

Annual Leave is provided to employees for rest, for recreation, and for personal and emergency purposes.

322 Eligibility

322.1 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

322.2 New Employees. New eligible employees are not credited with, and may not take, Annual Leave until after they have been employed with the Postal Service for a minimum of 90 calendar days and have maintained continuous employment under one or more appointments without a break in service during the 90-day period. A break in service of one or more work days breaks the continuity of employment, and any subsequent employment with the Postal Service begins a new 90-day calendar period (see section 322.3 for rules regarding new employees who have transferred from another government agency).

322.3 Transfers. The granting of Annual Leave is allowed for new employees who have transferred into the Postal Service from other Federal government agencies or from the Armed Forces, provided they have completed their 90 day waiting period with the other agency.

322.4 Rural Carriers. Annual Leave for rural carriers is discussed in Chapter 5 of Handbook F-21, *Time and Attendance*.

322.5 Part-Time Flexible Employees. Refer to the ELM, section 512.523b. Part-time flexible employees are not entitled to Annual Leave on national holidays.

323 Authorization and Supporting Forms

323.1 Requests

323.11 Application for Annual Leave is made in writing, in duplicate, on Form 3971, *Request for or Notification of Absence*. Supervisors are responsible for approving or disapproving applications for Annual Leave by signing the Form 3971, a copy of which is given to the employee. The timekeeper must ensure that a Form 3971 is completed for every period of Annual Leave taken. The supervisor may ask the timekeeper to verify the fact that

the employee has a sufficient amount of annual leave available to cover the period requested. See Exhibit 3-3.

323.12 Except for emergencies, Annual Leave for all employees, except postmasters and installation heads, must be requested on Form 3971 and approved in advance by the appropriate supervisor.

323.2 Emergencies. In emergency situations, the employee must notify appropriate postal authorities as soon as possible as to the emergency and the expected duration of the absence. As soon as possible after return to duty, the employee must submit Form 3971 and explain the reason for the emergency to his supervisor.

323.3 Absences of More than 5 Days. Postmasters and installation heads must promptly report emergency or planned absences exceeding 5 working days to their managers and maintain accurate records of their leave.

323.4 Granting Leave. Eligible employees may be granted up to 8 hours Annual Leave during their scheduled day or days normally worked. Part-time flexible employees may also be granted Annual Leave on days they are normally not required to work (see section 312.6). In no case may the total of straight time hours and all paid leave hours exceed 8 hours per service day or 40 hours per service week.

324 Transactor Settings

The transactor settings for Annual Leave are shown in Exhibit 3-4.

325 Verification of Input

All leave authorizations must be verified, especially the type, the amount, and the scheduled or unscheduled absence coding (refer to part 646).

330 Sick Leave (refer to the ELM, part 513)

331 Definition

Sick Leave insures employees against loss of pay if they are incapacitated for the performance of duties because of illness, injury, pregnancy and confinement, and medical (including dental or optical) examination or treatment.

332 Eligibility

332.1 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

332.2 Rural Carriers. Sick Leave for rural carriers is discussed in Chapter 5 of Handbook F-21.

332.3 Part-Time Flexible Employees. Refer to the ELM, section 513.421a. Part-time flexible employees are not entitled to Sick Leave on national holidays.

332.4 Part-Time Regular Employees. Part-Time Regular schedule employees are limited tour employees (D/A code is 3X-X), and are entitled to (available) Sick Leave in a week, not to exceed the limited tour hours indicated on their Form 50. The hours on the Form 50 represent what these employees are normally scheduled to work.

333 Authorization and Supporting Forms

333.1 Sick Leave cannot be granted until it is earned, except as provided in part 336.

333.2 Application for Sick Leave is made in writing, in duplicate, on Form 3971, *Request for or Notification of Absence*. Supervisors are responsible for approving or disapproving applications for Sick Leave by signing the Form 3971, a copy of which is given to the employee.

333.3 Sick Leave must be requested on Form 3971 and approved in advance by the appropriate supervisor, except for unexpected illness/injury situations, in which case employees must submit a request for Sick Leave on Form 3971 as soon as possible after return to duty.

333.4 If Sick Leave is approved, but the employee does not have enough Sick Leave to cover the absence, the difference is charged, at the employee's option, to LWOP or Annual Leave if the employee has Annual Leave to his credit (see part 336). LWOP so charged cannot later be converted to Sick or Annual Leave.

333.5 Exhibit 3-5 is an example of a properly completed Form 3971 for an employee who has requested Sick Leave.

334 Transactor Settings

The transactor settings for Sick Leave are shown in Exhibit 3-6.

335 Verification of Input

All leave authorizations must be verified, especially the type, the amount, and the scheduled or unscheduled absence coding (see part 646).

336 Advanced Sick Leave

336.1 Definition. Sick Leave not to exceed 30 days (240 hours) may be advanced to employees in cases of serious disability or ailments if there is reason to believe the employee will return to duty. Sick Leave may be advanced whether or not the employee has Annual Leave to his credit. Every application for Advanced Sick Leave must be supported by medical documentation.

336.2 Authorization and Supporting Forms. Officials in charge of installations are authorized to approve Sick Leave advances without reference to higher authority. Form 1221, Advanced Sick Leave Authorization, is completed and forwarded to the Minneapolis PDC when Advanced Sick Leave is authorized. However, the Form 1221 is to be routed through the appropriate MSC which will send it to the PDC. Exhibit 3-7 shows a properly completed Advanced Sick Leave request.

336.3 Timeliness of Request. In order for the employee to receive the full benefit of the Advanced Sick Leave program, the PDC must receive the request for the Advanced Sick Leave before the close of the pay period *and* prior to the pay period the employee actually begins to use the Advanced Sick Leave.

336.4 Maximum Advanced Sick Leave. At no point in time may the total amount of Advanced Sick Leave exceed 30 days (240 hours).

336.5 Transactor Settings for Advanced Sick Leave. Inputs for approved Advanced Sick Leave are made in the same manner as for regular Sick Leave. See Exhibit 3-6.

340 Leave Without Pay (refer to the ELM, part 514)

341 LWOP - Other

341.1 Definition. Leave Without Pay - Other (LWOP) is an authorized absence from duty in a non-pay status. LWOP-OTH may be granted upon the employee's request and covers only those hours that the employee would normally work or for which the employee would normally be paid. This category includes all LWOP not defined elsewhere, such as military, pending disability retirement, President of Postmaster's Association, and so forth.

341.2 Eligibility

341.21 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

341.22 Rural Carriers. LWOP-OTH for rural carriers is discussed in Handbook F-21, *Time and Attendance*, Chapter 5.

341.3 Authorization and Supporting Forms

341.31 The granting of LWOP-OTH is a matter of administrative discretion. LWOP-OTH is not granted on an employee's demand except in the following cases:

- a. Disabled veterans who require LWOP-OTH for medical treatment under executive order 5396;
- b. Reservists and members of the National Guard who require LWOP-OTH to perform *military training duties*; and
- c. Employees who sustain traumatic job-related injuries while on duty.

341.32 A request for LWOP-OTH is submitted by the employee on Form 3971, Request for, or Notification of, Absence. If the request indicates the LWOP-OTH will extend over 30 days, a written justification and statement of reason for the desired absence is required. When the LWOP-OTH exceeds 30 days, a Form 50, *Notification of Personnel Action*, is prepared.

341.33 In cases of extended LWOP-OTH, installation heads may approve requests for LWOP-OTH that do not exceed 1 year. The Field Division General Manager/Postmaster may approve requests for LWOP-OTH that do not exceed 2 years.

341.34 Supervisors should note the reason(s) for approving LWOP-OTH on the Form 3971.

341.35 A Form 3971 is required for each period of LWOP-OTH. A supervisor's signature on Form 3971 is the authority required by timekeepers to make daily inputs for the employees. It is up to the employee to ensure that a Form 3971 is initiated, and it is the supervisor's responsibility to ensure that it is properly completed.

341.36 LWOP-OTH must not be charged on a nonscheduled day. LWOP-OTH must be charged on a holiday when the employee is to be denied pay as described in section 243.21.

341.4 Other Types of LWOP. Several additional leaves without pay have been added to the system.

- a. LWOP L/SL - Leave without pay in lieu of sick leave.
- b. LWOP PROFFERED - Leave without pay offered to employees when the work load is light.
- c. LWOP PERSONAL - Leave without pay for personal reasons.
- d. LWOP PENDING TERMINATION - Leave without pay used for employees placed in a non-pay status during advance notice period and/or pending final status of any appeal of a removal action.

341.5 Transactor Settings. The transactor settings for LWOP-OTH are shown in Exhibit 3-8.

341.6 Verification of Input. All leave authorizations must be verified, especially the type, the amount, and the scheduled/unscheduled absence coding, as having been input correctly. See part 646.

342 Leave Without Pay - Injury On Duty (OWCP)

342.1 Definition. Leave Without Pay--Injury on Duty (LWOP, IOD-OWCP), should be granted to employees for any period they are absent from work while receiving compensation for wage loss from the Office of Workers' Compensation Programs (OWCP), whether for traumatic or occupational job-related injury or illness. If workhours are lost while an OWCP claim is

pending, regular LWOP should be granted for lost time. In this case, if the claim is subsequently approved, an adjustment (Form 2240) should be processed as soon as possible after the decision is received, to change this LWOP to LWOP-IOD/OWCP for the period of time that OWCP has approved for payment.

342.2 Eligibility

342.21 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	yes
Temporary	yes

342.22 Rural Carriers. LWOP, IOD-OWCP for rural carriers is discussed in Handbook F-21, Chapter 5.

342.3 Authorization and Supporting Forms

342.31 LWOP, IOD-OWCP absences are to be supported in all cases by a completed Form 3971.

342.32 The reasons for requesting and for approving LWOP, IOD-OWCP should be noted by the supervisor on the Form 3971.

342.4 Transactor Settings. The transactor settings for LWOP, IOD-OWCP are shown in Exhibit 3-9.

342.5 Verification of Input. All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled/unscheduled coding. See part 646.

343 Leave Without Pay - Maternity/Paternity Reasons (refer to the ELM, part 515)

343.1 Definition

343.11 Absence for Maternity Reasons. Absence for maternity reasons is not a separate type of leave. Such absence may be covered by using Sick Leave, Annual Leave, and LWOP-MAT/PAT. The same leave policies, regulations, and procedures apply to absence for maternity reasons as apply to requests for leave generally (refer to the ELM, section 515.1).

343.12 Absence for Paternity Reasons. A male employee may request only Annual Leave or LWOP-MAT/PAT for purposes of assisting or caring for his minor children or the mother of his newborn child while she is incapacitated for maternity reasons. Approval of leave for these reasons is consistent with Postal Service policy for granting leave in any other situation where leave is requested due to the incapacitation of an employee's spouse. Each such leave request is considered on its own merits (refer to the ELM, section 515.2).

343.2 Eligibility

343.21 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

343.22 Rural Carriers. LWOP-MAT/PAT for rural carriers is discussed in Handbook F-21, Chapter 5.

343.3 Authorization and Supporting Forms

343.31 LWOP-MAT/PAT absences are to be supported in all cases by a completed Form 3971.

343.32 The reasons for requesting and for approving LWOP-MAT/PAT should be noted by the supervisor on the Form 3971.

343.4 Transactor Settings. The transactor settings for LWOP-MAT/PAT reasons are shown in Exhibit 3-10.

343.5 Verification of Input. All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled/unscheduled coding. See part 646.

344 Leave Without Pay - Suspensions

344.1 Definition. If an employee has been suspended from duty without pay, he is to be charged with Leave Without Pay-Suspensions (LWOP-SUS) during the period of absence from the scheduled tour of duty.

344.2 Eligibility

344.21 Suspended Employees. Any suspended employee may be charged with LWOP-SUS.

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	yes
Temporary	yes

344.22 Rural Carriers. LWOP-SUS for rural carriers is discussed in Handbook F-21, Chapter 5.

344.3 Authorization and Supporting Forms

344.31 LWOP-SUS absences are to be supported in all cases by a completed Form 3971.

344.32 The reasons for requesting and approving LWOP-SUS should be noted by the supervisor on the Form 3971.

344.4 Transactor Settings. The transactor settings for LWOP-SUS are shown in Exhibit 3-11.

344.5 Verification of Input. All leave authorizations must be verified, especially the type, the amount, and the scheduled/unscheduled absence coding, as having been input correctly. See part 646.

345 Leave Without Pay - Union Officials

345.1 Definition

345.11 Employees elected to serve as a full time officer of a recognized organization of supervisory or other managerial personnel may be granted leave without pay (see the ELM, Exhibit 514.4i)

345.12 The following employee organizations (for PSDS offices only) are officially recognized:

- a. The National Association of Postal Police Officers
- b. The Federation of Postal Police Officers
- c. The National Postal Professional Nurses
- d. The National Post Office Mail Handlers, Watchmen, Messengers and Group Leaders, Division of the Laborers' International Union of North America
- e. The National Association of Letter Carriers, AFL-CIO

f. The American Postal Workers Union, AFL-CIO

345.2 Eligibility. Any employee who has been selected as a full or part time officer in one of the above-named employee organizations is eligible for LWOP-Union Officials.

345.3 Authorization and Supporting Forms

345.31 Installation heads may approve requests for LWOP-Union Officials for periods of less than one year. The Regional Postmaster General must approve requests for periods exceeding one year.

345.32 Form 3971 is required to be prepared for each period of LWOP-Union Official. A supervisor's signature on Form 3971 is the authority required by timekeepers to make daily entries into the system. The employee must ensure that Form 3971 is initiated. The supervisor must ensure that it is properly completed.

345.33 LWOP-Union Officials covers only those hours that the employee would otherwise work or for which he would normally be paid. It does not apply to days in which an employee is not scheduled to work.

345.4 Transactor Settings. The transactor settings for LWOP-Union Officials are shown in Exhibit 3-12.

345.5 Verification of Input. All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled/unscheduled coding. See part 646.

350 Court Leave (refer to the ELM, part 516)

351 Definition

Court Leave is the authorized absence from work status (without loss of, or reduction in, pay or leave to which otherwise entitled, credit for time or service, or performance rating) of an employee who is summoned in connection with a judicial proceeding, by a court or authority responsible for the conduct of that proceeding, to serve as a juror or to serve as a witness in a non-official capacity on behalf of a state or local government or witness in a non-official capacity on behalf of a private party in a judicial proceeding to which the Postal Service is a party or the real party in interest.

352 Eligibility

352.1 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

352.2 Rural Carriers. Court Leave for rural carriers is discussed in Chapter 5 of Handbook F-21.

352.3 Non-eligibles. Employees not eligible for Court Leave must use Annual Leave or LWOP to enter the period of absence from duty for such court service.

352.4 Other Eligibility Factors. Court Leave is granted only to eligible employees who, except for jury duty or service as a witness in a non-official capacity on behalf of a state or local government, or serve as a witness in a non-official capacity on behalf of a private party in a judicial proceeding to which the Postal Service is a party or the real party in interest, would be in a work status or on Annual Leave. Eligible employees who are summoned for such court service while on Annual Leave are placed in a Court Leave status for the duration of the court service. Eligible employees who are on LWOP when called for such court service are not granted Court Leave, but may retain any fees or compensation incident to such service.

353 Authorization and Supporting Forms

353.1 Authorization. Installation heads (or their designees) are responsible for ascertaining the exact nature of court service in order to determine whether the employee is entitled to Court Leave. If a summons to witness service is not specific or clear, the installation head contacts the appropriate authorities to determine the party on whose behalf the witness service is to be rendered. (For information regarding court service that constitutes "official duty" status, refer to the ELM, section 516.6.)

353.2 Form 3971. When it is determined that the court service is of such a nature as to entitle an eligible employee to Court Leave, the employee should initiate a Form 3971 and present it to his supervisor for action. Employees who are not

eligible for Court Leave for such service also must use a Form 3971 requesting Annual Leave or LWOP, to cover their absence from duty.

353.3 Form 1224

353.31 After approving the Form 3971 for an employee who is to be on Court Leave, the supervisor must initiate a Form 1224, *Court Duty Leave--Statement of Service*, complete the required information on the form, and give it to the employee. The supervisor must inform the employee that the Form 1224 is to be completed by an officer of the court as a means of verifying that the employee did in fact perform the service required by the summons. This information is needed to ensure that the employee does not get improperly charged with Annual Leave, Sick Leave, or Leave Without Pay.

353.32 Two copies of Form 1224 are to be prepared:

a. The original copy is to be given to the employee so that it can be completed by an officer of the court.

b. The second copy is to be given to the timekeeper for reference purposes. The timekeeper is responsible for making entries on the reverse side of the Form 1224 to show each day the employee was absent for Court Leave purposes and to use as a supporting document for inputting Court Leave.

353.33 When the employee returns to work, the completed Form 1224 is compared to the timekeeper's copy to ensure that the time of the employee's court approved absence agrees with the timekeeper's records.

353.34 After the timekeeper is finished with the employee's copy of the 1224, he should forward it to the finance unit responsible for collecting and accounting for postal funds so that an appropriate accounting of the jury or witness fees paid to the employee can be made.

353.35 Exhibit 3-13 is an example of a properly completed Form 1224.

353.36 Even though an employee has a properly completed Form 1224 on file, he must also have a properly approved Form 3971 on file. It is important to note that the supervisor must verify that he has reviewed the summons calling the employee into service by checking the box under the DOCUMENTATION section of the Form 3971.

353.4 Transactor Settings. The transactor settings for Court Leave are shown in Exhibit 3-14.

353.5 Verification of Input. All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled/unscheduled coding. See part 646.

360 Military Leave (refer to the ELM, part 517)

361 Definition

Military Leave is authorized absence from postal duties without loss of pay, time, or performance rating granted to eligible employees who are members of the National Guard or the Reserves of the Armed Forces.

362 Eligibility

362.1 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

362.2 Rural Carriers. Military Leave for rural carriers is discussed in Chapter 5 of Handbook F-21

362.3 Armed Forces Categories. Eligible employees must be members of the following components of the Armed Forces:

- a.* The Army National Guard of the United States
- b.* The Army Reserve
- c.* The Naval Reserve
- d.* The Marine Corps Reserve
- e.* The Air National Guard of the United States
- f.* The Coast Guard Reserve
- g.* The Air Force Reserve

362.4 Other Eligibility Factors. Generally, an employee must be in a pay status either immediately prior to the beginning of military duty or immediately after the end of military duty in order to be entitled to Military Leave. Approving officers determine whether (but for the military duty) the employee fulfills the pay status requirement.

362.5 Non-Work Days. Non-work days falling within the period of military duty specified by the official military orders are charged against the Military Leave allowance. Non-work days falling at the beginning and end of such military duty periods are not charged.

362.6 ELM Reference. For determinations as to the types of military duty covered, and the allowable amount of Military Leave, refer to the ELM, sections 517.12 and 517.5.

363 Procedures

363.1 Full-Time Employees. When a full-time employee requests regular military leave for other than law enforcement duty, the supervisor must check the AAD935P3 report, *Military Leave Usage Report, Qualified Employees*, to ascertain whether Military Leave has been advanced. If it has not, the supervisor must submit a request for an advance of 120 hours military leave to the Minneapolis Postal Data Center. Report AAD935P3 is produced by the Minneapolis PDC at the end of each fiscal year and mailed to each office.

363.2 Part-Time Employees. When a part-time flexible or part-time regular employee requests regular Military Leave for other than law enforcement duty, offices must check the AAD935P3 report, *Military Leave Usage Report, Qualified Employees*, to ascertain whether Military Leave has been advanced. If it has not been advanced, check the AAD935P4 report, *Part-Time Employees Potential Military Leave Report*, for the number of hours to which the employee is entitled and submit a request for an advance of the hours authorized on the report. Report AAD935P4 is produced by the Minneapolis PDC at the end of each fiscal year and mailed to each office.

363.3 Transfers From Another Agency. When an employee transfers from another federal agency, a transcript must be requested detailing hours in a pay status in the prior fiscal year and the Military Leave used in the current fiscal year. These hours will be used in addition to the hours on the AAD935P4 report to determine hours to be advanced.

363.4 Casual or Temporary Employees. Supervisors may not authorize Military Leave for casual or temporary employees.

364 Military Leave For Law Enforcement

364.1 If a leave request is for law enforcement purposes, installations should submit a memorandum to the PDC requesting advancement of military leave for law enforcement purposes for the number of hours requested, not to exceed 176 hours for a full-time employee.

364.2 For a part-time flexible or part-time regular, submit a request for the number of law enforcement leave hours to which the employee is entitled as shown in the AAD935P4 report. If regular military leave has not been advanced, follow the procedures in sections 363.1, 363.2, and 363.3.

365 Authorization and Supporting Forms

365.1 Responsible Official. The official responsible for approving the attendance record also approves Military Leave.

365.2 Form 3971. Form 3971 is initiated by the employee after he receives orders to report for duty. Upon return from military duty, the employee furnishes a copy of military orders properly endorsed by an appropriate military authority to show the duty was actually performed. Exhibit 3-15 shows a properly completed Form 3971 for Military Leave. It is important to note that supervisors must check the box in the DOCUMENTATION section, indicating that they have reviewed the military orders. (Military Orders must be retained until the end of the next fiscal year).

365.3 Form 3973. Form 3973, *Military Leave Control* (Exhibit 1-14), is used to provide installations with an official record of the amount of Military Leave used, and is maintained by the timekeeper or other official responsible for maintaining leave records. Exhibit 3-16 shows a properly completed Form 3973.

365.4 Transactor Settings. The transactor settings for Military Leave are shown in Exhibit-3-17.

366 Verification of Input

All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled/unscheduled absence coding. See part 646.

370 Holiday Leave (refer to the ELM, part 518)

371 Definition

371.1 Observed Holidays. The following 10 days are observed as holidays for employees of the Postal Service:

- a. New Year's Day
- b. Martin Luther King, Jr. Birthday
- c. Washington's Birthday
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Columbus Day
- h. Veterans' Day
- i. Thanksgiving Day
- j. Christmas Day

371.2 Holiday Leave Amount. On these holidays, eligible employees receive Holiday Leave pay for a number of hours equal to their regular daily work schedule, not to exceed eight hours. This holiday pay is instead of other paid leave that an employee might otherwise be entitled on his holiday.

371.3 Actual Holiday. If a holiday falls on an eligible employee's regular scheduled work day, including Saturday or Sunday, the employee observes the holiday on that day.

371.4 Designated Holiday. When a holiday falls on an employee's scheduled non-work day, the first scheduled day preceding the holiday is designated the employee's holiday. When a holiday falls on a Sunday that is a nonscheduled work day for an employee, Monday is designated as the employee's holiday. However, if Monday is also a nonscheduled work day, then Saturday is designated as the employee's holiday.

371.5 Postmaster's Holiday Leave. For all postmasters, except those in grades EAS A-E, Levels 51-55, if a holiday falls on a Saturday that is a nonscheduled work day, the preceding Friday is designated the postmaster's holiday. Where necessary, additional work hour allowances are authorized for the post office to provide relief coverage during the postmaster's absence on Holiday Leave.

371.6 Holiday Leave and Office of Workman's Compensation. When a full time employee has partially overcome a compensable disability and is working a partial schedule under the rehabilitation program, holiday leave is payable up to the number of hours in the partial schedule. The remainder of the holiday leave pay is received from OWCP.

371.7 Holiday Leave Pay. Holiday Leave pay should not be confused with Holiday Worked Pay or Christmas Worked Pay, discussed in parts 243 and 244, respectively.

372 Eligibility (refer to the ELM, section 434.4)

372.1 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	(see section 372.3)
Part-time flexible	no
Casual	no
Temporary	no

372.2 Rural Carriers. Holiday Leave for rural carriers is discussed in Chapter 5 of Handbook F-21.

372.3 Other Eligibility Factors

372.31 Last Hour/First Hour Pay Status. To be eligible for holiday leave pay, employees must be in a pay status (either work hours or paid leave) either for the last hour of their last scheduled work day before or the first hour of their first scheduled work day after the holiday or designated holiday. However, for an employee on extended leave without pay, paid leave for the last scheduled hour before or the first scheduled hour after the holiday or designated holiday is not approved for the sole purpose of qualifying the employee for holiday leave pay.

372.32 Part-time Regular Schedule Employees. Part-time regular employees who are regularly scheduled to work a minimum of 5 days per service week are eligible for Holiday Leave pay. Part-time regular employees who are regularly scheduled to work less than 5 days in a service week are ineligible unless the holiday falls on their scheduled work day. A Holiday Leave authorization must be input for eligible part-time regular employees. Part time regular employee schedules should be consistent

with the limited tour hours listed on the Form 50, which indicates the normal schedule for which the employee was hired. This should be in whole hour increments.

372.33 Failure to Work. If a full-time or part-time regular employee is scheduled to work on a holiday (or designated holiday) and does not work, the employee will not receive Holiday Leave pay unless the absence is based on an extreme emergency and is excused by the supervisor (see section 243.21).

372.34 Part-time Flexible Schedule Employees. Part-time flexible employees are not eligible for Holiday Leave even when serving as officers-in-charge or in other higher level positions.

372.35 Higher Level Duty. If an employee works on a continuous higher level detail, including the last previous work day before the holiday, on the holiday, and the next following work day after the holiday, he is entitled to Holiday Leave at the higher level rate. A Holiday Leave authorization must be manually input prior to the system-generated Holiday Leave, with the higher level grade indicated in the H/L SERIAL NUMBER field of the leave authorization. This input will prevent the system from applying the Holiday Leave credit at the base grade.

372.4 Authorization and Supporting Forms. Employees eligible for Holiday Leave pay who are not scheduled to work, require no authorization to be absent from work on a holiday or a designated holiday. The system will credit Holiday Leave automatically for eligible full-time employees.

372.5 Transactor Settings. The transactor settings for Holiday Leave are shown in Exhibit 3-18.

372.6 Verification of Input. All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled/unscheduled coding. See part 646.

380 Administrative Leave (refer to the ELM, part 519)

381 General

381.1 Definition. Administrative Leave is absence from duty authorized by appropriate postal officials without charge to Annual or Sick Leave and without loss of pay.

381.2 Types. There are many types of Administrative Leave. An explanation of each type follows.

382 Acts Of God Leave (refer to the ELM, section 519.21)

382.1 Definition. Acts of God leave involves community disasters such as fire, flood, or storms. The disaster situation must be general rather than personal in scope and impact. It must prevent groups of employees from working or reporting to work.

382.2 Eligibility

382.21 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

382.22 Rural Carriers. Acts of God Leave for rural carriers is discussed in Chapter 5 of Handbook F-21.

382.23 Dismissal Due to Act of God. When employees are dismissed from duty before the normal completion of their scheduled tour or are prevented from reporting to work due to an Act of God, the following rules apply:

a. Full-time and part-time regular employees receive Acts of God Leave to complete or cover their scheduled tour of duty (not to exceed 8 hours).

b. Part-time flexible employees are entitled to credit for hours worked plus enough administrative leave to complete their scheduled tour. The combination of straight time worked and administrative leave may not exceed 8 hours in a service day. If there is a question as to the scheduled work hours, the part-time flexible employee is entitled to the greater of the following:

(1) the number of hours the part-time flexible worked on the same service day in the previous service week; or

(2) the number of hours the part-time flexible was scheduled to work; or

(3) the guaranteed hours, as provided in the applicable national agreement.

c. Part-time flexible employees prevented from reporting to work receive administrative leave, subject to the 8-hour limitation, for their scheduled work hours as provided in subsection (b), above.

382.24 Approved Leave. Employees on Annual Leave, Sick Leave, or LWOP remain in such status. They are not entitled to Act of God Leave.

382.3 Authorization and Supporting Forms

382.31 Approval for administrative leave is authorized as follows:

a. Postmasters and Installation Heads. Postmasters and other installation heads have authority to approve administrative leave for up to 1 day.

b. MSC and BMC Managers. MSC and BMC managers may authorize administrative leave beyond 1 day, but not to exceed a total of 3 days for their installation and those reporting to it.

c. Other Field Installations. Postmasters and heads of installations that report directly to a division or a region may authorize administrative leave not in excess of 3 days.

382.32 Postmasters and other appropriate officials determine whether absences from duty allegedly due to Acts of God are, in fact, due to such cause, or whether the employee or employees in question, with reasonable diligence, could have reported for duty.

382.33 A Form 3971 is prepared for each employee who is in an Acts of God Leave status due to an Act of God. If an entire tour is absent, one form 3971 can be prepared to cover the entire tour. The supervisor is responsible for the preparation of this form as soon as possible after the employees return to work. It is the timekeeper's function to calculate the actual amount of leave granted to each employee.

382.4 Transactor Settings. The transactor settings for Acts of God leave are shown in Exhibit 3-19.

382.5 Verification of Input. All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled/unscheduled coding. See part 646.

383 Civil Disorder Leave (refer to the ELM, section 519.22)

383.1 Definition. During times of civil disorder in communities, the postmaster or installation head determines whether conditions are such that postal operations should be curtailed or terminated. The decision should take into account the needs of the Postal Service, local conditions, and the welfare of postal employees. In the event of such curtailment

or termination, employees' absences are charged to Civil Disorder Leave as provided below.

383.2 Eligibility

383.21 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

383.22 Rural Carriers. Civil Disorder Leave for rural carriers is discussed in Handbook F-21, Chapter 5.

383.3 Authorization and Supporting Forms

383.31 Civil Disorder Leave is granted in the same manner as Acts of God Leave (see section 382.23.).

383.32 Installation heads can grant up to three days (24 hours) of Civil Disorder Leave on a individual basis to employees who, through no fault of their own, are prevented from reporting to work due to the disorder.

383.33 Employees who were absent due to a civil disorder are required to prepare a Form 3971. This form must be prepared as soon as possible after the employee has returned to work.

383.4 Transactor Settings. The transactor settings for Civil Disorder Leave are shown in Exhibit 3-20.

383.5 Verification of Input. All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled/unscheduled coding. See part 646.

384 Civil Defense Leave (refer to the ELM, section 519.23)

384.1 Definition. Eligible full time employees who volunteer and are selected by state or local authorities for civil defense assignments are authorized by their installation head to participate in pre-emergency training programs and test exercises conducted by the state or local government. Participation in these activities during the employee's regularly scheduled tour of duty for not more than 40 hours in any one leave year is considered as part of the employee's regular duties

and is not charged to Annual or Sick Leave. This time is charged to Civil Defense Leave.

384.2 Eligibility

384.21 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	no
Part-time flexible	no
Casual	no
Temporary	no

384.22 Rural Carriers. Civil Defense Leave for rural carriers is discussed in Chapter 5 of Handbook F-21.

384.3 Authorization and Supporting Forms

384.31 Supervisor approval to participate in civil defense activities is subject to the following three tests:

- a. The employee's participation has been requested by the state or local civil defense authorities.
- b. The employee can be spared from his regular duties for the required periods of participation.
- c. The employee can reasonably be expected to be available for assignment to civil defense activities in the event of an emergency.

384.32 Employees are responsible for initiating a Form 3971 for each period of time that they expect to be absent from work while participating on an approved civil defense activity.

384.33 Upon return to duty, the employee is required to submit a written statement from the state or local civil defense authorities to his supervisor showing the days or hours of his participation. If the employee does not provide this statement or if the statement does not support the leave request that was approved on Form 3971, then the employee must be charged with Annual Leave or Leave Without Pay.

384.4 Transactor Settings. The transactor settings for Civil Defense Leave are shown in Exhibit 3-21.

384.5 Verification of Input. All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled/unscheduled coding. See part 646.

385 Voting And Registration Leave (refer to the ELM, section 519.24)

385.1 Definition. So far as is practicable without seriously interfering with postal operations, eligible employees who desire to vote or register in any election or in any referendum on a civic matter in their community are excused for a reasonable time for that purpose on a day they are scheduled to work.

385.2 Eligibility

385.21 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

385.22 Rural Carriers. Voting and Registration Leave for rural carriers is discussed in Chapter 5 of Handbook F-21.

385.23 Other Eligibility Factors. Eligible employees are not allowed Voting and Registration Leave during a period of absence on Sick Leave, Annual Leave, or LWOP.

385.3 Authorization and Supporting Forms

385.31 Postal officials in charge of installations obtain necessary information concerning the hours during which the polls are open in the political subdivisions in which their employees reside. They then make an administrative determination regarding the amount of excused absence necessary (refer to the ELM, section 519.24).

385.32 All employees are responsible for initiating a Form 3971 for each period of time that they expect to be absent from work to vote or to register to vote. Form 3971 must be approved by the supervisor, as described in Exhibit 3-2.

385.4 Transactor Settings. The transactor settings for Voting and Registration Leave are shown in Exhibit 3-22.

385.5 Verification of Input. All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled /unscheduled coding. See part 646.

386 Blood Donation Leave (refer to the ELM, section 519.25)

386.1 Definition. Eligible employees may be excused for that period of time deemed reasonably necessary to cover any absence from regular tours of duty to make voluntary blood donations, without remuneration, to the Red Cross, or the community, or other non-profit blood banks (refer to the ELM, section 519.252).

386.2 Eligibility

386.21 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

386.22 Rural Carriers. Blood Donation Leave for rural carriers is discussed in Chapter 5 of Handbook F-21.

386.3 Authorization and Supporting Forms. Eligible employees who wish to receive Blood Donation Leave must prepare a Form 3971 for supervisor action. Upon return to work, the employee provides the supervisor with a Form 3971 that has been endorsed by an official at the place of donation. This endorsement requirement can be waived by the installation head.

386.4 Transactor Settings. The transactor settings for Blood Donation Leave are shown in Exhibit 3-23.

386.5 Verification of Input. All leave authorizations must be verified, especially the type, the amount, and the scheduled/unscheduled absence coding. See part 646.

387 Veterans Funeral Leave (refer to the ELM, section 519.26)

387.1 Definition

387.11 To Attend Funeral Services. Full-time employees (except rural carriers) who are veterans of any war, campaign, or expedition (for which a campaign badge has been authorized), or who are members of honor or ceremonial groups of such veterans, may be granted Veterans Funeral Leave,

not to exceed four (4) hours in any one day, to participate in funeral ceremonies for members of the armed forces of the United States whose remains are returned from abroad for final interment in the United States. Such participation is limited to service as active pallbearers or as members of firing squads or guards of honor.

387.12 Immediate Relatives. Veterans Funeral Leave, not to exceed 3 days, is granted to employees to make arrangements for or to attend the funeral or memorial service for an immediate relative who died as a result of wounds, disease, or injury incurred while serving as a member of the Armed Forces of the United States in a combat zone. An immediate relative is defined as:

- a. Spouse and spouse's parents
- b. Children and their spouses
- c. Parents
- d. Brothers, sisters, and brothers-in-law and sisters-in-law (brothers and sisters of spouses and spouses of brothers and sisters)

387.2 Eligibility

387.21 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	no
Casual	no
Temporary	no

387.22 Rural Carriers. Veterans Funeral Leave for rural carriers is discussed in Chapter 5 of Handbook F-21.

387.3 Authorization and Supporting Forms. Eligible employees are required to obtain approval for Veterans Funeral Leave to cover their absence from duty by using Form 3971.

387.4 Transactor Settings. The transactor settings for Veterans Funeral Leave are shown in Exhibit 3-24.

387.5 Verification of Input. All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled/unscheduled coding. See part 646.

388 Postmaster Convention And Organization Leave (refer to the ELM, section 519.27)

388.1 Definitions

388.11 Postmaster Conventions. Except for temporary employees appointed as postmaster leave replacements or Officers-In-Charge appointed from outside the Postal Service, Postmaster Convention Leave, not to exceed 10 working days, is authorized for postmasters and officers-in-charge for the purpose of attending organization conventions, as follows:

- a. A maximum of 5 working days per leave year for actual attendance at the annual national convention of one postmaster organization.
- b. A maximum of 3 working days per leave year for actual attendance at the annual state or multi-state convention of one postmaster organization, which is held for the state in which the postmaster's or OIC's installation is located.
- c. A maximum of 2 working days per leave year for the travel time that is actually required by a postmaster or OIC to attend the national and/or state conventions, provided such travel time is also during a regularly scheduled work day.

388.12 Postmaster Organization Business. A maximum of 50 days of Postmaster Organization Leave is authorized each leave year for each association, for use by national officers and the national editor to conduct organization business. The national president designates in advance the amount of the combined maximum total of 50 days to be distributed individually among the officers and the editor.

388.2 Postmaster Convention Eligibility

388.21 Postmaster and OIC Eligibility. Only postmasters and officers-in-charge are eligible for Postmaster Convention Leave.

Employee Category	Eligible
Postmasters	Yes
Officers-In-Charge	Yes
Others	
Full-time	no
Full-time flexible	no
Part-time regular	no
Part-time flexible	no
Casual	no
Temporary	no

388.22 Postmaster Organization Eligibility. Only those national officers and editors of the postmaster organizations who have been designated in advance are eligible for Postmaster Organization Leave to conduct organization business.

Employee Category	Eligible
National Officers	Yes
Others	
Full-time	no
Full-time flexible	no
Part-time regular	no
Part-time flexible	no
Casual	no
Temporary	no

388.3 Authorization and Supporting Forms. Application for the intended absence on Postmaster Convention Leave or Postmaster Organization Leave (as provided) must be approved in advance by the postal manager to whom the postmaster (or OIC) reports. Any requests for Annual Leave or LWOP to supplement Postmaster Convention Leave or Postmaster Organization Leave granted for such absences must also be approved in advance by the same postal manager. The postmaster or officer-in-charge should complete a Form 3971 prior to taking such leave.

388.4 Transactor Settings

388.41 The transactor settings for Postmaster Convention Leave are shown in Exhibit 3-25.

388.42 The transactor settings for Postmaster Organization Leave are shown in Exhibit 3-26.

388.5 Verification of Input. All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled/unscheduled coding. See part 646.

389 Relocation Leave (refer to the ELM, section 519.4)

389.1 Definition. An eligible employee who is transferred or relocated in the interest of the Postal Service from one official station to another is entitled to five days of Relocation Leave. The leave may be taken before or after the move and may be taken one day or more at a time, but not in less than whole-day increments. See Handbook F-12, *Relocation*, part 245.

389.2 Eligibility**389.21 Eligibility Chart**

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

389.22 Rural Carriers. Relocation Leave for rural carriers is discussed in Handbook F-21, Chapter 5.

389.23 Requirement. An actual physical move of the employee's household is a requirement for eligibility for Relocation Leave.

389.3 Authorization and Supporting Forms

389.31 If any leave is granted by the losing duty station, the number of days allowed is noted on Item 30 of the reassignment Form 50, *Notification of Personnel Action*. Before granting Relocation Leave, the gaining duty station reviews the losing station's Form 50 to determine the additional leave to be allowed.

389.32 Employees requesting leave must prepare a Form 3971 for supervisor approval in advance of taking the leave.

389.33 The Form 3971 must be presented to the supervisor at the installation to which the employee is assigned at the time leave is taken.

389.34 In the event the employee later decides not to transfer to the new location, any Relocation Leave taken must be changed to Annual Leave or to LWOP. The Division must be contacted so that proper procedures are followed in making this adjustment.

389.4 Transactor Settings. The transactor settings for Relocation Leave are shown in Exhibit 3-27.

389.5 Verification of Input. All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled/unscheduled coding. See part 646.

390 Other Types Of Leave and Absence**391 Other Paid Administrative Leave**

391.1 Definition. Other Paid Leave is an Administrative Leave with pay category that will be used only in those situations when the types of leave described elsewhere in this chapter are not applicable, or where special leave has been authorized by National Headquarters, Regional HQ, Division, or the Management Sectional Center.

391.2 Eligibility

391.21 There are no specific eligibility requirements for Other Paid Leave. The eligibilities depend on the situation at hand. Questions regarding eligibility are referred to the appropriate Division.

391.22 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	yes*
Temporary	yes*

Exceptional circumstances only.

391.3 Authorization and Supporting Forms. All cases of Other Paid Leave must be documented on a Form 3971. The reason for using Other Paid Leave must be thoroughly explained in the REMARKS block of the Form 3971.

391.4 Transactor Settings. The transactor settings for Other Paid Leave are shown in Exhibit 3-28.

391.5 Verification of Input. All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled/unscheduled coding. See part 646.

392 Continuation Of Pay (refer to the ELM, subchapter 540)**392.1 Definition**

392.11 Entitlements for Injured Employees. Employees who suffer disabling, job-related traumatic injuries are entitled to Continuation of Pay (COP) for the length of their disability, up to a maximum of 45 calendar days.

392.12 Period of Disability Entitlement. The 45 calendar days begin with the earlier of either (1) the employee's first full tour after the onset of the disability, or (2) the first calendar day after the onset of the disability; and ends 45 calendar days thereafter.

392.13 Limitation. Continuation of Pay applies only to employees suffering traumatic injuries. Persons disabled as a result of occupational illnesses (those illnesses which are the result of continued exposure to a condition of the work environment) do not receive COP and are eligible for injury compensation benefits from the Office of Workers' Compensation Programs, U. S. Department of Labor (OWCP) under the Federal Employees Compensation Act, or Sick Leave or Annual Leave, as appropriate.

392.14 Prior to Separation. The Federal Employees Compensation Act provides that an employee who suffers a traumatic job related injury prior to separation will be separated from the service as scheduled, but will be entitled to Continuation of Pay for up to 45 calendar days. Payment may be terminated before the completion of 45 days when:

a. The postal installation receives medical information from the attending physician to the effect that the former employee is no longer disabled, or

b. The postal installation receives notification from the Office of Worker's Compensation to terminate pay.

392.15 Calculation of Continuation Of Pay. An employee is entitled to Continuation of Pay for the same number of hours as the employee would have worked but for the injury, excluding overtime. Full-time and part-time regular schedule employees must be paid the same number of hours (excluding overtime) that they would normally have received had they remained in a work status. Part-time flexible schedule, casual, and temporary employees are to be paid as discussed below:

a. A part-time flexible schedule employee receives Continuation of Pay in an amount equal to the average weekly number of paid hours that the employee had over the prior 52 weeks, excluding overtime.

b. A casual or temporary employee, or other intermittent employee, not part of the regular work force, receives Continuation of Pay in an amount equal to the average weekly number of paid hours the employee had over the prior 52 weeks excluding overtime, but in no event may the employee's

Continuation of Pay for a full week be less than 24 hours.

c. For a part-time flexible schedule, casual, temporary or other intermittent employee who has not worked one full year, the average hours per week, for purposes of calculating the amount of Continuation of Pay, is the average for the most recent period of appointment, rather than the average over the prior 52 weeks.

392.16 Day of Injury. On the day that the employee leaves the work area due to a disabling traumatic job-related injury, the employee is to be paid for the entire regular tour that he is scheduled to work. The timekeeper must subtract the total number of hours worked during the day from the total number of hours scheduled to be worked. The balance is charged as provided below:

a. If an employee (except casuals and temporaries) is excused from work because of a disabling, job-related, traumatic injury where the disability occurred during the employee's scheduled tour, the remaining portion of the tour should be charged to Other Paid Leave (Administrative), leave type 10, rather than Continuation of Pay.

b. When the employee (including casuals and temporaries) is directed by management to an on-site or off-site medical unit, due to injury or illness, such time spent waiting for and/or receiving medical attention on the service day on which the injury or illness occurred and which would have been worked but for the medical attention, including all time that such employee otherwise would have been directed to work that day beyond his regularly scheduled tour, is credited as work time.

c. If the employee is disabled and excused from work on a non-scheduled day where the guarantee period applies (see parts 222 and 231), the remaining portion of the employee's tour must be charged to Guarantee Time or Guarantee Overtime, as applicable.

392.17 COP and Premium Pay. Employees who normally are eligible to receive Sunday premium or night differential continue to receive these premiums while in a Continuation of Pay status.

392.18 COP and Holidays. Employees normally entitled to pay for holidays will have any holiday falling within the 45 calendar day period recorded as holiday leave and counted as part of the 45 calendar day period.

392.2 Eligibility

392.21 Eligibility Chart

Employee Category	Eligible
Full-time	yes
Full-time flexible	yes
Part-time regular	yes
Part-time flexible	yes
Casual	yes
Temporary	yes

392.22 Rural Carriers. Continuation of Pay for rural carriers is discussed in Chapter 5 of Handbook F-21.

392.3 Authorization and Supporting Forms

392.31 Upon being advised that an employee has claimed Continuation of Pay, a supervisor must ensure that Form 3971 is completed promptly.

392.32 It is the responsibility of the employee and the immediate supervisor to properly complete their respective sections of Form CA-1, *Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*.

392.33 The supervisor, in conjunction with the injury compensation control office for that installation, is responsible for monitoring the hours of Continuation of Pay credited to each employee. No employee shall receive Continuation of Pay for more than 45 calendar days for any one injury. Report AAN070PL, *Worker's Compensation Injury on Duty*, is produced each pay period by the Minneapolis PDC and mailed to each installation to assist supervisors in monitoring employees in a Continuation of Pay status. Division level summaries are also produced and mailed.

392.4 Transactor Settings. The transactor settings for COP are shown in Exhibit 3-29.

392.5 Verification of Input. All leave authorizations must be verified, especially the type of leave, the amount, and the correct scheduled/unscheduled coding. See part 646.

393 Absence Without Official Leave

393.1 Definition. Absence Without Official Leave (AWOL) is a non-pay status resulting from a determination that no kind of leave (including LWOP) can be granted, either because the employee does not obtain advance authorization for the absence, or the employee's request for leave is denied.

393.2 Eligibility. Any employee can be charged with AWOL.

393.3 Authorization and Supporting Forms

393.31 All employees who are absent without notification or permission are considered AWOL pending the receipt of the facts in each case. AWOL is an administrative matter that is handled by the head of the installation to make a final time recording disposition. The timekeeper must notify the appropriate supervisor in all cases of AWOL. The matter then becomes the responsibility of the supervisor to resolve.

393.32 If an employee does not report for scheduled duty or is absent from duty during the scheduled duty period without proper prior notification, the timekeeper prepares a Form 3971 to the extent possible, pending receipt of additional facts. If the supervisor or other responsible employee determines that an employee is AWOL, they must initiate or complete the Form 3971, by notifying the timekeeper. A Form 3971 is to be prepared in all cases of AWOL to whatever extent it can be completed.

393.33 Absence Without Official Leave covers only those hours that an employee would otherwise work, or for which he would normally be paid. It does not include days on which the employee is not scheduled to work.

393.4 Transactor Settings. The transactor settings for Absence Without Official Leave are shown in Exhibit 3-30.

393.5 Verification of Input. All leave authorizations must be verified, specifically the type, the amount, and the scheduled/unscheduled coding. See part 646.

Contents

Chapter 4--Other Duty Hours

<p>410 Overview 145</p> <p>420 Procedures 145</p> <p>421 Higher Level</p> <p> 421.1 Definition</p> <p> 421.2 Eligibility</p> <p> 421.3 Authorization and Supporting Forms</p> <p> 421.4 Transactor Settings</p> <p> 421.41 General</p> <p> 421.42 System Functions</p> <p> 421.43 Advance Inputs</p> <p> 421.44 Automatic LSM Higher Level Authorization</p> <p> 421.5 Verification of Input</p> <p>422 Transferred Hours</p> <p> 422.1 Definition</p> <p> 422.2 Eligibility</p> <p> 422.3 Carrier Street Time</p> <p> 422.31 Street Time Hours Transfer to LDC 22</p> <p> 422.32 Carriers (D/A X3-4) With LDC 21</p> <p> 422.33 Others</p> <p> 422.34 Transfer Record Adjustments</p> <p> 422.4 Authorization and Supporting Forms</p> <p> 422.5 Transactor Settings</p> <p> 422.6 Verification of Input</p> <p>423 Loaned Hours</p> <p> 423.1 Definition</p> <p> 423.2 Eligibility</p> <p> 423.3 Authorization and Supporting Forms</p> <p> 423.4 Transactor Settings</p> <p> 423.5 Verification of Input</p> <p>424 Training</p> <p> 424.1 Definitions</p> <p> 424.11 Job Training</p> <p> 424.12 Developmental Training</p> <p> 424.13 Self-Developmental Training</p> <p> 424.2 Eligibility For Training Compensation</p> <p> 424.3 Compensation for FLSA Exempt Employees</p> <p> 424.4 Compensation for FLSA Nonexempt Employees</p> <p> 424.41 Eligibility</p>	<p> 424.42 Schedule Changes for Training</p> <p>424.5 Authorization and Supporting Forms</p> <p> 424.51 Authorization</p> <p> 424.52 Records</p> <p> 424.53 Clock Rings</p> <p> 424.54 Training LDC</p> <p> 424.55 Alternate Procedures</p> <p>424.6 Transactor Settings</p> <p> 424.61 Recording Trainee and Trainer</p> <p> 424.62 TTL Record Coding</p> <p> 424.63 Clock Rings - Training</p> <p> 424.64 Transaction 5 Code - Move</p> <p>424.7 Verification of Input</p> <p>425 STTQ Procedures</p> <p> 425.1 Senior Bidder Scheme Training</p> <p> 425.2 Description</p> <p> 425.3 STTQ Timekeeping Procedures</p> <p> 425.31 Authorization and Supporting Forms</p> <p> 425.32 STTQ Alternative One - Annual Leave</p> <p> 425.33 STTQ Alternative Two - TOS</p> <p>425.4 STTQ Adjustment Procedures</p> <p> 425.41 General</p> <p> 425.42 Current Pay Period Adjustment For Alternative One</p> <p> 425.43 Current Pay Period Adjustment For Alternative Two</p> <p> 425.44 Prior Pay Period Adjustment For STTQ Alternative One</p> <p> 425.45 Prior Pay Period Adjustment For STTQ Alternative Two</p> <p>425.5 Forms Retention</p> <p> 425.51 STTQ Memorandum</p> <p> 425.52 Form 1260</p> <p> 425.53 Form 2240</p> <p>426 Prior Pay Period Transfer, Training, and Loan Adjustments</p> <p> 426.1 Definition</p> <p> 426.2 Form 1236</p> <p> 426.3 Inputs</p> <p>Table of Exhibits..... 155</p>
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Chapter 4 Other Duty Hours

410 Overview

The purpose of this chapter is to describe in detail the procedures that are to be followed whenever an employee:

- a. Works in a higher level position.
- b. Works in a transferred hour status.
- c. Is loaned to another installation.

420 Procedures

421 Higher Level

421.1 Definition. According to the needs of the Postal Service, management may temporarily assign an employee to perform the duties and/or to assume the responsibilities of a ranked or evaluated position at a higher level than that of the employee's official position. A temporary assignment to a nonbargaining unit position must be to an established position that is either vacant or from which the incumbent is absent from duty.

421.2 Eligibility

421.21 Employees are eligible for higher level pay applicable to the higher level position to which assigned as shown in Exhibit 4-1.

421.22 Employees are paid base pay and premiums under the rules and regulations which apply to the higher level position in which service is performed. However, the following apply:

- a. A part-time flexible employee remains a part-time flexible employee and is paid at the higher level flexible rate.
- b. Bargaining unit employees retain their permanent work schedule when temporarily assigned to another bargaining unit position. If eligible, upon accepting the assignment, they receive Out of Schedule Premium for a schedule change.

421.23 When an employee performs a combination of exempt and nonexempt work within an FLSA workweek, the following apply:

- a. If an employee whose permanent position is either exempt or nonexempt and spends 50% or more of the actual work hours in nonexempt work, the employee is not eligible for personal absence.

The employee must be paid either postal or FLSA overtime, whichever is greater, for all hours worked in excess of 8 paid hours in the day or 40 paid hours in the week. The employee is eligible for other premiums, as applicable to the assigned position in which the premium is earned.

b. If the employee's permanent position is nonexempt and more than 50% of the actual work hours are spent in exempt work, the employee is eligible for either postal overtime, personal absence, or other premiums as applicable to the assigned position in which the overtime service is performed or the premium earned.

c. If the employee's permanent position is exempt and more than 50% of the actual work hours are spent in exempt work, the employee remains exempt for the entire week and is not entitled to receive overtime or other premiums, except as provided for the permanent position.

421.24 Nonbargaining field employees at BMCs, MSCs, and their subordinate units are eligible for immediate higher level compensation provided the higher level service is for a tour of 8 hours or more.

421.25 Bargaining unit employees are eligible for higher level pay for all time worked in the higher level assignment.

421.26 For short-term assignments of 29 or fewer consecutive work days, employees on higher level bargaining unit assignments are entitled to a maximum of 24 hours of approved sick and annual leave at the higher level rate as long as they resume the higher level duties upon return from leave. However, if a replacement is required while the employee is on leave, the higher level assignment for the absent employee is cancelled and the leave is recorded at the employee's base rate.

421.27 For long-term assignments of thirty or more consecutive work days, employees on higher level bargaining unit assignments are entitled to approved sick or annual leave at the higher level rate provided they work in the higher level assignment on the work days immediately before and after the period of absence. They would be entitled to the leave at the higher level rate even if a replacement is required while the employee is on leave.

421.28 When a full-time non-bargaining employee is absent on approved annual, sick, or other paid leave falling within the period of a temporary assignment to a higher level position, the employee will be paid at a rate for the higher level position provided that he/she serves both on the workday immediately preceding and the workday immediately following the period of absence. However, if a replacement is required while the employee is on leave, the higher level assignment for the absent employee is cancelled and the leave is recorded at the employee's base rate.

421.3 Authorization and Supporting Forms

421.31 When an employee is to be temporarily assigned to a higher level position, the supervisor is to complete Form 1723, *Assignment Order* (see Exhibits 1-9 and 4-2), in duplicate before the employee begins the higher level assignment; one copy goes to the employee and the other copy to the timekeeper or designated control site. The supervisor should inform the employee what operation number to use for the higher level position.

421.32 Higher level assignments which exceed thirty consecutive workdays require approval of the appropriate manager on the Form 1723, *Assignment Order* (see reverse side of form).

421.33 Upon receipt of Form 1723, the timekeeper will input the higher level authorization and maintain the Form 1723 in a pending file. This pending file should be in numerical sequence by pay location and maintained until receipt of the week 1 and week 2 Time Certification Reports. After comparing all Forms 1723 with the Time Certification to verify that the employee's hours are correct, send the Forms 1723 to the personnel office.

421.4 Transactor Settings

421.41 General. The transactor settings for higher level are shown in Exhibit 4-3. The HIGHER LEVEL START TIME field of the transaction enables the system to determine when the authorized higher level assignment is scheduled to begin. It treats all work credits, after such start time to the end tour ring of the current day or to the time indicated by the higher level termination, as higher level (H/L) service credits. Service credits for work assignments starting prior to the HIGHER LEVEL START TIME are accumulated as base work hour credits.

421.42 System Functions. The system accumulates overtime credits at higher level providing that the overtime authorization and the higher level authorization are properly input and that no end tour or higher level termination have been input. The system automatically identifies higher level records by a 2-digit serial number, whenever H/L hours are calculated. In most cases, where the H/L position is the same throughout the pay period, the serial number is always 01. The use of serial numbers allows the employee to work in more than one higher level position where the level is the same but the rate schedule code is different. For example, the employee could work in two different higher level EAS-15 positions, one in rate schedule code (RSC) 3 and one in RSC 6. The system can establish up to 8 higher level records per employee per pay period.

421.43 Advance Inputs. Higher level authorizations can be input in advance for an entire pay period, or for the required number of days, on the first day the employee works higher level. The transactor settings remain constant, while the DAY OF THE PAY PERIOD for each day to be worked at a higher level is changed.

421.44 Automatic LSM Higher Level Authorization. Based on a one-time H/L authorization input, the system will automatically generate all the necessary H/L authorizations for employees coded with SPC Q (LSM Qualified), whenever those employees use an LSM operation number (080-087 or 090-097). H/L terminations will automatically be generated whenever those employees use an operation number other than an LSM operation. The following procedures apply:

a. A Form 1723, *Assignment Order*, must be completed for each employee coded SPC Q (~~LSM~~ Qualified) when higher level is performed. The amount of automatic higher level earned each day must be verified by the supervisor. The Employee Activity Report reflects the number of hours on higher level each day. When the employee works intermittently on higher level, record "none" in ending assignment date on the Form 1723.

b. Exhibit 4-4 shows the correct transactor settings for automatic LSM higher level authorizations for employees whose master record is coded SPC Q.

421.5 Verification of Input. All H/L authorizations must be verified by the supervisor (see part 646).

422 Transferred Hours

422.1 Definition

422.11 The term transfer hours covers any period of time charged to a designation/activity (D/A) code and/or labor distribution code (LDC) within a facility, that differs from the employee's established D/A, or LDC. For example, a carrier temporarily assigned to work as a window clerk has his hours transferred from D/A code 13-4 and LDC 21 to D/A code 11-0 and LDC 42.

422.12 The system automatically accumulates transferred hours. The Wilkes-Barre PDC master file contains the D/A code and LDC for each employee. These two codes, along with the MOD operation number, identify the work the employee is normally assigned to perform. When the employee is assigned to an operation number (or work center number in the 2 BMCs on PSDS) different from his normal duties, a transfer of hours is generated.

422.13 The system automatically assign transfer records a 2-digit serial number, whenever transfer hours are calculated. The system can establish up to 15 transfer records per employee per pay period.

422.14 Transfer hours are generated from employee T&A clock rings on MOD system operation numbers (work centers for the BMCs on PSDS). It is the supervisors' responsibility to ensure that employees use the correct MOD operation numbers while making T&A clock rings. Employees must record their time in the operation in which they are working. The use of an incorrect operation number may cause an erroneous accounting of transfer hours.

422.15 Transfer, Loan, and Training Hours Report is produced automatically, within the time and attendance (T&A) sub-system, by the Wilkes-Barre PDC. Each week, the data is transmitted to the Payroll Postal Data Center with the T&A supplemental pay processing. The PSDS Transfer, Loan, and Training Hours Report is transmitted each week with the T&A Time Certification Report. Refer to part 646 for a complete explanation of this report.

422.2 Eligibility

422.21 There is no eligibility requirement, since transferred hours simply account for the hours charged to different designation activity codes.

422.22 There are, however, two conditions when a transfer of hours is not required:

a. When employees are detailed or loaned to other installations.

b. When employees perform service within an installation in the same position, designation, and activity, but in a different operation number or pay location.

422.3 Carrier Street Time

422.31 Street Time Hours Transfer to LDC 22. Street time hours will be transferred to LDC 22 whenever operation numbers 713, 715, 717, 719, 721, 723, 725, 727, and 729 are used.

422.32 Carriers (D/A X3-4) With LDC 21. "Street time" for carriers with base LDC 21 will be automatically processed as a TRANSFER, from D/A X3-4, LDC 21, to D/A X3-4, LDC 22, at the end of each pay period. Street time will be reported daily on the Carrier Report. These hours show up only as a transfer to LDC 22 on the Transfer, Training, Loan Report.

422.33 Others. For carriers with an LDC other than 21, and for all non-carriers, the transfer hours are recorded in individual employee master file transfer records, which are reported each day on the Employee Activity Report (EAR). For such employees who work both office and street time on the affected routes, two separate transfer records are used to record the hours, one for LDC 21 and the other for LDC 22.

422.34 Transfer Record Adjustments. See section 723.2 for instructions on adjusting transfer records with a TR 6, Total Hours Adjustment.

422.4 Authorization and Supporting Forms

422.41 There are no supporting forms for transferred hours. However, the supervisor will tell the employee to move to another operation number. The system develops hours to be transferred by comparing the D/A code or LDC in the employee's master record with the operation number he entered as part of the clock rings on starting a work assignment.

422.42 When the comparison indicates that the work performed is properly chargeable to a salary account other than the one applicable to his D/A group or LDC, the PSDS system accumulates these hours and the payroll PDC transfers them to the proper payroll account at the end of the pay period.

422.43 When clock rings contain an operation number (work center number for the BMCs on PSDS) which calls for a transfer, the hours are added to either the base or higher level records for pay purposes, and to a transfer record for budget and accounting purposes. If, because of an error in the operation number used, a transfer should have occurred but did not, TR 6, Total Hours Adjustments can add transfer records to the system. In such cases, the next available serial number must be input in the SER/DIS fields of the transaction. When the transfer record is established in this manner, it is necessary to input TR 89, TTL Record Coding, Exhibit 4-10 to code the D/A and/or LDC properly. The system would have determined these codes had the proper operation number been used.

422.5 Transactor Settings. Normal Employee Badge Reader clock rings generate transfer records. Daily Ring Adjustments (TR 5) also generate transfer records.

422.6 Verification of Input. The accuracy of transfer hours, collected for management information purposes, depends on local management. Basic clock rings are not verified.

423 Loaned Hours

423.1 Definition. Loaned hours are defined as time worked at a postal facility other than the employee's official duty station. Except for installation heads, an employee's official duty station is normally the facility that keeps the employee's Official Personnel Folder (OPF). Loaned hours do not include work at stations or branches within the same finance number.

423.2 Eligibility

423.21 There are no eligibility requirements. Loaned hours simply accounts for the hours charged to payroll accounts.

423.22 Loaned hours should not be recorded when employees are assigned to a regional office or other installation to instruct or to receive training.

423.3 Authorization and Supporting Forms

423.31 Whenever an employee is temporarily assigned to a facility other than his official duty station (or to another government agency), the employee's supervisor who directs the employee to perform the duties of the assigned position, must prepare a Form 1723, *Assignment Order* (Exhibit

1-9). See Exhibit 4-5 for a properly completed Form 1723 for a loaned employee. These forms are distributed as follows:

a. The original and duplicate Form 1723 are given to the employee as an assignment order, specifying the beginning and ending time of the loaned assignment.

b. At the borrowing office, the employee gives the duplicate Form 1723 to the supervisor, who instructs the timekeeper to prepare a Form 1262, *PSDS Loaned Employee Non-Transactor Card* (Exhibit 1-8), for input of the loaned hours into the PSD System. A properly prepared Form 1262 is shown in Exhibit 4-6.

423.32 While the employee is performing loaned duties, the workhours must be recorded in the appropriate MODS Loaned Operations Numbers 988-997 (work centers for PSDS BMCs) as listed in Exhibit 4-7.

423.33 Loaned hours are calculated from clock rings based on the operation number used with the clock rings. The operation number used provides a to D/A code associated with the loaned hours. In addition to the to D/A code, it is also necessary to identify loaned hours with a to finance number (FN) and a to LDC. This is accomplished by using the appropriate transactions 87, 88, and/or 89.

423.34 When clock rings contain a loaned operation number, the hours will be added to either the base or higher level records for pay purposes, and to a loaned record for processing accounting and National Workhour Reporting System loaned hours via the automated 1236.

423.35 The system automatically assigns loaned records a 2-digit serial number, whenever loaned hours are calculated. The system can establish up to 20 loaned records per employee per pay period.

423.4 Transactor Settings

423.41 Form 1262 is returned daily to the Data Collection Site for input via the alpha-numeric device or the transactor. If the employee is on loan to only one D/A - LDC - Finance number combination for the pay period, transactions can be input via a transactor as regular TR 5 inserts; however, the loaned finance number and LDC must be input using TR 87. See Exhibit 4-8. In this case, the TR 87 need only be input one time during the pay period.

423.42 All loaned transactions input via the transactor are applied to the first loaned record with a matching D/A code, which is determined from the clock rings and loaned operation number.

423.43 TR 88 is used to change the finance number of an existing loaned record, or one that is established via TR 6, when an employee is loaned to more than one D/A - LDC - Finance number combination for the pay period. TR 88 is shown in Exhibit 4-9. If a loaned record has been coded erroneously (either the D/A, LDC and/or the finance number are incorrect), these codes can be changed by input of transactions codes 88 and/or 89. Refer to section 422.3 for TR 89 input instructions.

423.5 Verification of Input. The total number of loaned hours must be verified on the Employee Activity Report (see part 645).

424 Training

424.1 Definitions

424.11 Job Training

424.111 Job training is training required by management to qualify an employee for assigned duties or to improve the employee's performance of assigned duties. Job training meets all of the four following conditions:

- a. Management requires attendance at the training;
- b. The training is job related; that is, it is related to the performance of one's current job;
- c. The skill or knowledge learned is required for the current job and not for qualification or promotion to another job; and
- d. Refusal to attend the training or less than satisfactory performance in the training might jeopardize the employee's present position or condition of employment.

424.112 All job training is designed to make the employee handle his job more effectively as distinguished from training him for another job, or a new or additional skill. Attendance at such training, therefore, is required by management.

424.113 Time in attendance at such training and all related study time, practice time, laboratory work, etc., authorized, suffered or permitted by management is considered as hours worked. All such training and related study will be accomplished under postal supervision and on postal premises.

424.12 Developmental Training

424.121 Training given an employee who has been identified through a formal selection process in which she applied for a definite or potential future assignment, subject to satisfactory completion of training and/or job performance examination. The training is primarily designed to qualify the employee to perform official duties of a position to which the employee is not officially assigned. All developmental training, related study and/or laboratory work time is compensable.

424.122 Developmental training meets all of the four following conditions:

- a. Management requires satisfactory completion of the training for all individuals who have been identified through some selection process and wish to qualify for a promotion or definite future assignment;
- b. The training is not directly related to the employee's present job;
- c. The skill or knowledge learned is intended to qualify a person for a promotion or definite future assignment other than the current job; and
- d. Refusal to attend the qualification training program or less than satisfactory performance in the training program would not jeopardize the person's present position or condition of employment.

424.13 Self-Developmental Training

424.131 Self-developmental training is training undertaken by an employee on his or her own initiative to attain self-determined goals or career objectives. Such participation by FLSA non-exempt employees is non-compensable and must be approved by management in advance. See the ELM, sections 711.52, 713.1, and 713.2.

424.132 Self-developmental training must meet all of the following conditions:

- a. The employee's request to participate in the training is voluntary;
- b. Participation in the training is outside the employee's regular working hours;
- c. The training is not directly related to the employee's job or to a definite future assignment subject to satisfactory completion of training and/or job examination;
- d. The employee does not perform any productive work during the training; and

e. Management approves the employee's participation.

424.133 Developmental training is primarily intended to provide an employee with a new or additional skill rather than improve skills in the present job. It is intended to qualify an employee for a future definite assignment or promotion. Time spent in developmental training is compensable at the appropriate rate.

424.2 Eligibility For Training Compensation (See the ELM, section 438.22)

424.21 The determination of whether time spent in training is compensable depends upon:

- a. When the training takes place.
- b. The category of training, subject to applicable limitations on paid training hours (see the ELM, sections 711.5 and 712).
- c. The eligibility of the employee.

424.22 All employees are eligible for compensation for any training time which occurs during their established hours of service on a scheduled work day. For purposes of the preceding sentence, any leave time is not considered established hours of service on a scheduled work day. However, when a senior qualified employee, pursuant to a voluntary bid, engages in scheme study, training, testing and qualifying, that employee may elect to use annual leave for such purpose and/or directly related travel that would be compensable under ELM section 438.132, provided that the employee has a sufficient annual leave balance. The STTQ time will be recorded on Form 2432, *Individual Training Progress Report*. Where the senior bidder passes the appropriate examination and accepts the position:

- a. The annual leave (including compensable travel) will be converted to hours worked.
- b. The employee's annual leave balance will be recredited with a like number of hours.
- c. If this adjustment results in hours worked over 40 in the workweek, then FLSA premium pay will be paid on such hours.

424.23 No employees are eligible for compensation for any type of self-developmental training occurring outside their established hours of service on a scheduled work day.

424.24 If an employee on her own initiative attends an independent school, college, or independent trade school after hours, the time is not considered hours worked for her employer even if the courses are related to her job.

424.25 Management agreement to fund wholly or partially the tuition and related costs of a course or courses given by an accredited educational institution when such agreement is made at the request of an employee does not cause the training to become job or developmental training so as to make the training time compensable.

424.26 Attendance at training courses sponsored by the various management associations or labor unions is not compensable.

424.3 Compensation for FLSA Exempt Employees. FLSA exempt employees are compensated at their basic straight-time rates for authorized training taken during their scheduled work hours. Time spent by FLSA exempt employees either in casual study or formal training activities in any category of training outside of their assigned schedules is not compensable.

424.4 Compensation for FLSA Nonexempt Employees

424.41 Eligibility. Nonexempt employees are eligible for compensation for job training time and for developmental training time suffered or permitted outside their established hours of service on a scheduled work day, as well as any time suffered or permitted on a nonscheduled day.

424.42 Schedule Changes for Training. Management may change either a nonexempt, or an exempt employee's regularly scheduled work hours to coincide with the scheduled hours of training. In such cases, neither out-of-schedule premium nor nonbargaining rescheduling premium is authorized.

424.5 Authorization and Supporting Forms

424.51 Authorization. Authorization for training will vary depending on the category of the employee and the functional area in which the training is given. Employees will be assigned training in accordance with established personnel procedures as discussed above.

424.52 Records. Training records are identified by a 2-digit serial number assigned automatically by the system whenever a training operation number

(780-789) is used, or a training record is established via a 6 code transaction. An employee may have up to 8 different training records per pay period.

424.53 Clock Rings. When clock rings contain a training operation, the hours will be added either to the base or higher level records for pay purposes, and to a training record for processing accounting and National Workhour Reporting System training hours via the automated Form 1236.

424.54 Training LDC. The system automatically applies the training LDC. A '9' is assigned as the first digit of the training LDC. The third digit of the training operation is assigned as the second digit of the training LDC as follows:

TRAINING OPN #	FUNCTIONAL AREA	TRAINING LDC
780	Operations, Support	90
781	Operations, Mail Processing	91
782	Operations, Delivery Services	92
783	Operations, Plant and Equipment Maint.	93
784	Operations, Customer Services	94
785	Controller	95
786	Human Resources	96
787	Marketing & Communications	97
788	Administration	98
789	Vehicle Services	93

424.55 Alternate Procedures. When an employee on authorized training receives the training in another installation, the employee will record his clock rings on a Form 1260 or 1261 and submit them to the timekeeper for input into the system. If the training center is located in an area where the employee cannot submit Form 1260 or 1261 in a timely manner, the employee should call his rings in to his supervisor. The supervisor will complete a Form 1260 or 1261 and submit it to the designated control site.

424.6 Transactor Settings

424.61 Recording Trainee and Trainer. When an employee is assigned to training, operation numbers 780 through 789 charge the hours to the proper payroll account. These training operations are used only for approved on-the-clock training. Training instructors record their work hours in operation 566. Training LDCs are assigned according to the functions in which the training is recorded, not necessarily the employee's base LDC.

424.62 TTL Record Coding. Refer to Exhibit 4-10, Transfer, Training, and Loaned Record Coding Transaction, for additional coding procedures.

424.63 Clock Rings - Training. Clock ring input of training hours will be the same as for normal clock rings as described in Chapter 2, with the exception that the employees will use one of the training operation numbers. See section 424.54.

424.64 Transaction 5 Code - Move. Supervisors can use transaction code 5 to make a move transaction for an employee receiving training.

424.7 Verification of Input. Training hours are entered as basic clock rings and are not verified for timekeeping purposes.

425 STTQ Procedures

425.1 Senior Bidder Scheme Training

425.11 Scheme training alternatives for a senior bidder require special procedures to ensure proper processing and control of timekeeping entries and forms for the scheme training, testing, and qualifying (STTQ) alternatives and the related compensable travel time. Use the annotation STTQ in all such form entries.

425.12 Management is responsible for ensuring complete and correct entries and forms required by these procedures. Normally, management personnel responsible for scheme training, testing, and qualifying is also responsible for completing and/or authorizing timekeeping entries and forms as outlined below.

425.2 Description

425.21 A bargaining unit employee who has been identified as the senior bidder for a preferred-duty assignment requiring scheme qualification, or a part-time flexible employee who exercised a preference for a position requiring scheme qualification, may request off-the-clock study time to acquire the needed scheme knowledge.

425.22 Employees must submit a complete STTQ memorandum to his/her immediate supervisors requesting access to scheme training materials. The supervisor will then coordinate the request with the Postal Employee Development Center (PEDC). See Exhibit 4-11 for an example of Form 8078, *Scheme Study, Training, Testing, and Qualifying (STTQ) Memorandum*.

425.23 Employees may request access to training materials on their regularly scheduled work days only, regardless of which of the following alternatives they chose. There are two scheme training alternatives available to the trainee:

a. Alternative One - Annual leave option, or

b. Alternative Two - Time outside of regularly scheduled workhours (time outside of schedule, or TOS).

425.24 Employees may elect to take annual leave if they have a sufficient annual leave balance to cover the allotted STTQ time and any related compensable travel time.

425.3 STTQ Timekeeping Procedures

425.31 Authorization and Supporting Forms

425.311 The employee requests STTQ by preparing an STTQ memorandum in duplicate, filling in the necessary information. The employee and supervisor must agree on a suitable time for the STTQ, depending on the alternative selected. Coordinate the time with the PEDC supervisor to allow scheduling in the training facility.

425.312 The employee signs and dates both copies of the memorandum and retains the duplicate copy. Give the original copy to the timekeeper.

425.313 The timekeeper uses it as a source document for entering the required annual leave if alternative one was selected, and/or for processing manual payroll adjustments if either alternative one or alternative two was selected. Manual payroll adjustments are only processed if the employee successfully completes the training and accepts the position.

425.32 STTQ Alternative One - Annual Leave. If the employee chooses alternative one, she is directed to enter an End Tour (ET) clock ring when the training begins and a Begin Tour (BT) clock ring upon returning to normal duties:

a. If the employee takes a meal break immediately after training, she is instructed to first make a Begin Tour ring followed by an Out-To-Lunch (OL) ring. When the lunch period is over, she will make an In-From-Lunch (IL) ring.

b. The employee is given a Form 1260 to record the training time. The PEDC supervisor must certify the rings on the Form 1260 by signing it. After completion of training, the employee returns the Form 1260 to the timekeeper who retains it with the STTQ memorandum.

c. The employee's supervisor or the timekeeper prepares Form 3971, *Request For or Notification Of Absence*. Prepare and approve a Form 3971 for every two pay periods in which annual leave is granted for this alternative. In

addition, the remarks block should be annotated "STTQ" to reflect the purpose of the annual leave.

d. The timekeeper enters an annual leave authorization (TR 2L) based on the training start time, and the amount of training, or testing or qualifying, received.

e. The next day the timekeeper verifies the annual leave input using the EAR and annotates the Form 3971 in the PSDS Entry/Hours block with the exact amount of annual leave used for STTQ. In the event the employee successfully completes the STTQ and accepts the position, these Forms 3971 provide the basis of a manual payroll adjustment, converting the annual leave to workhours, and a manual transfer of hours from the employee's base D/A-LDC to a training D/A-LDC. See Exhibits 4-12 and 4-13.

425.33 STTQ Alternative Two - TOS. If the employee selects alternative two, the employee's time is recorded only on a Form 1260, with no input required for PSDS. See Exhibit 4-14. Please note the following:

a. If the time used for STTQ is prior to the employee's normal schedule, the employee will not make a Begin Tour (BT) clock ring until the training is completed and the employee begins normal duties. The training time is recorded on the Form 1260, certified by the PEDC supervisor, and returned to the timekeeper.

b. If the time used for STTQ is after the employee's normally scheduled workhours, the employee is directed to enter an End Tour (ET) clock ring before the start of training. The time spent on training is recorded on the Form 1260, certified by the PEDC supervisor, and returned to the timekeeper.

c. The timekeeper retains the Form 1260 with the STTQ memorandum. In the event the employee successfully completes the training and accepts the position, these Forms 1260 are used as the basis for a manual payroll adjustment and a manual transfer of workhours from the employee's base D/A-LDC to a training D/A-LDC.

425.4 STTQ Adjustment Procedures

425.41 General. If the employee successfully completes STTQ and accepts the position, Form 2240, *Pay, Leave, or Other Hours Adjustment Request*, and Form 1236, *Loan, Transfer, and Training Hours*, must be completed manually whether the employee chose alternative one or alternative two.

425.42 Current Pay Period Adjustment For Alternative One. If the employee successfully completes the STTQ prior to the Week 1 Cutoff (DPP 12), re-input the employee's entire set of clock rings for Week 1 using operation 998 for hours already recorded in MODS, and a MOVE clock ring using operation 781 for the STTQ time. All time for Week 1 will be re-calculated, including night differential and Sunday premium. Adjustments can be processed for Week 2 in the same manner, until the DPP 14 cutoff, or the DPP 03 mini-split for those employees who were held.

425.43 Current Pay Period Adjustment For Alternative Two. Using the time guidelines above, input complete sets of rings using operation 998 for hours already recorded in MODS, and a MOVE clock ring using operation 781 for the STTQ time, and the appropriate overtime authorization transaction.

425.44 Prior Pay Period Adjustment For STTQ Alternative One

425.441 The timekeeper processes Form 2243, PSDS Hours Adjustment Record, for submission to the Payroll Adjustment Section. Using the Time Certification Reports and the STTQ Forms 3971, separate the annual leave used for STTQ from the total annual leave used during each week. If the employee would normally have received night differential during any part of this time, add the appropriate amount of ND. Do the same for Sunday premium hours.

425.442 The payroll adjustment clerk processes a Form 2240 to convert the STTQ annual leave to workhours and prepares and processes a Form 1236, *Loan, Transfer, and Training Hours*, to transfer the workhours from the employee's base D/A-LDC to the appropriate training D/A-LDC. NOTE: Offices on the DDE/DR System should make this transfer using the LTAT (Loan, Transfer, and Training) application. Offices not on DDE/DR should use a "Y5" transaction.

425.45 Prior Pay Period Adjustment For STTQ Alternative Two

425.451 The timekeeper processes Form 2243, *PSDS Hours Adjustment Record*, for submission to the Payroll Adjustment Section. Using the Time Certification Reports and Form 1260 (for STTQ), add the STTQ time to total workhours during each week; indicate the amount of overtime for which the employee is eligible, and any additional night differential and Sunday premium.

425.452 The payroll adjustment clerk processes Form 2240 to convert the STTQ time to workhours and prepares and processes a Form 1236, *Loan, Transfer, and Training Hours*, to transfer the workhours from the employee's base D/A-LDC to the appropriate training D/A-LDC. NOTE: Offices on the DDE/DR System should make this transfer using the LTAT (Loan, Transfer, and Training) application. Offices not on DDE/DR should use a "Y5" transaction.

425.5 Forms Retention

425.51 STTQ Memorandum. The original is filed in the employee's Official Personnel Folder as a permanent record if the employee qualifies and accepts the position. If not, the memorandum is filed and retained for the same retention period as timecards.

425.52 Form 1260. Retain for the normal retention period after the pay adjustments have been processed.

425.53 Form 2240. File with all other adjustment forms for the normal retention period.

426 Prior Pay Period Transfer, Training, and Loan Adjustments

426.1 Definition. Prior pay period adjustments are made to adjust accounting and NWRS data that was originally charged to the incorrect functional operations. Input these adjustments using the PSDS alphanumeric transaction code Y5. TR Y5 will be accepted at any time during the pay period and is edited by the on-line system. A 2-hour error report is provided with appropriate error signals. Refer to subchapter 650 concerning the Prior P/P Adjustment Transaction Error report.

426.2 Form 1236. At the end of each PP (Day 03 Mini-Split), the Y5 transactions are merged with the transfer and loaned data for the current pay period, and transmitted to the Minneapolis PDC. The Y5 transactions are reflected on the PP transfer, loan, and training hours report. See part 646.

426.3 Inputs

426.31 Use the following procedures:

- a. For each adjustment input via PSDS, the from and to D/A and LDC Codes must be used. Do not use blanks or zeroes for the D/A or LDC codes.

b. Loaned hours adjustments are recognized by the presence of the finance number. This number cannot be the finance number of the inputting facility.

c. The hours data columns must be right justified.

d. All valid LDCs must be consistent with the valid D/A codes.

e. The PP and Year must be for the prior PP being adjusted and the corresponding calendar year. Adjustments cannot be made for the current PP or for a future PP.

f. Fill all unused spaces with zeroes.

g. Adjustments for training are input with a to D/A code of 999 when training hours are being added. Adjustments to reduce hours previously charged to training are input with a to D/A Code of 888.

426.32 Refer to Exhibit 4-15 for a properly completed TR. Y5 input form for transfer, loan, and training hours adjustments.

Contents

Chapter 5--Employee Master File

510 Overview 173

511 General Description of the Employee Master Record

512 General Description of the Employee Master File

513 Responsibilities of the Minneapolis PDC

514 Dissemination of EMF Information

520 Employee Master Record 173

521 Definition

 521.1 Use of the EMR

 521.2 Contents of the EMR

522 Description of Individual EMR Fields

 522.1 Employee ID Number and Name

 522.11 Employee ID Number

 522.12 Name and Initials

 522.2 Designation/Activity Code (D/A) and Labor Distribution Code (LDC)

 522.21 Designation Code

 522.22 Activity Code

 522.23 Labor Distribution Code (LDC)

 522.231 Definition

 522.232 Reference

 522.233 Establishing LDCs

 522.234 Changing LDCs

 522.3 Level, Step Fields and Automatic MODS Hours

 522.31 Entry Code

 522.32 Step Field, Automatic MODS Hours

 522.33 Step field, Part-Time Doctors (D/A 39-0)

 522.4 Pay Location

 522.41 Use of Pay Location Numbers

 522.42 Pay Location 000

 522.43 Effective Date

 522.44 Geographic Information and Tax Use

 522.45 Mass Pay Location Changes

 522.5 Scheduled Days Off (SDO)

 522.51 SDO Cycle

 522.52 SDO Representation in PSDS

 522.53 Inputting SDO Changes

 522.54 SDO 00 (Zero-Zero)

 522.6 Sunday Premium Eligibility Code

 522.61 Sunday Premium

 522.62 Part-time employees

 522.63 Full-time employees

 522.7 Route Number and FLSA Exempt Coding

 522.71 Route Number Description

522.72 Unassigned Carriers

522.73 Assigned Carriers

522.74 FLSA Exempt Coding

522.75 Permanent Schedule

522.76 Temporary Changes

522.77 Coding the Employee Master Record

522.78 Variable Schedule FLSA Exempt

522.79 Premium Variable Schedule Employees

 522.791 Conditions and Entries

 522.792 FLSA Exempt Coding

 522.793 FLSA Exempt Coding Cutoff Times

522.8 Rate Schedule Code

522.9 Special Processing Codes

 522.91 General Description

 522.92 Specific Types of SPCs

530 Form 1476, PSDS EMR Items Transcript 180

531 Authorization to Establish An Employee Master Record

532 Symbols and Codes of Form 1476

 532.1 General

 532.2 B Transaction Code

 532.3 Hyphen ("-")

 532.4 Zero ("0")

 532.5 Blank Space (" ")

533 Employee Master Record Transactions

540 Employee Master File Transactions 180

541 Transaction B1, New Hire

 541.1 Establishing a New Employee in PSDS

 541.2 Form 1476 Completion

 541.3 Default SDOs

 541.4 Timeliness of Input

 541.5 References

 541.6 Comparison with PDC/ADPC Master File Comparison Report

542 Transaction B2, Delete EMR

 542.1 Separations

 542.2 Change of Appointing Office (CAO)

 542.3 Non-Reporting New Hires

 542.4 Comparison With PDC/ADPC Master File Comparison Report

 542.5 Form Completion

543 Transaction B3, Item Change

 543.1 Forms Completion

 543.2 Comparison with PDC/ADPC Master File Comparison Report

- 543.3 References
- 543.4 Mass Pay Location Changes
- 544 Transaction B4, Name Change
 - 544.1 Form Completion
 - 544.2 References
 - 544.3 Tracking Issued Badges
- 545 Transaction 84, Rotating SDO Change
 - 545.1 Definition
 - 545.2 Rotation Cycles
 - 545.3 Effective Week
 - 545.4 Current Pay Period Inputs
 - 545.5 Prior Pay Period Inputs
 - 545.6 Advance Rotating SDO Changes
 - 545.7 On-line Edits
 - 545.8 Off-line Error Signals and Messages
- 546 Transaction 85, Non-Rotating SDO Change
 - 546.1 Definition
 - 546.2 Current Pay Period Inputs
 - 546.3 Prior Pay Period Inputs
 - 546.4 Advance Nonrotating SDO Changes
 - 546.5 Temporary SDO Changes
 - 546.6 On-line Edits
 - 546.7 Off-line Error Signals and Messages
- 547 Transaction 86, LDC Change
 - 547.1 Definition
 - 547.2 Effective Date
 - 547.3 Current Pay Period Changes
 - 547.4 Prior Pay Period Changes
 - 547.5 Transactor Settings
 - 547.6 Edits
- 548 Verification of Inputs
 - 548.1 Prior to Input
 - 548.2 After Input

- 550 Master File Reports 184**
- 551 Employee Master File Changes
 - 551.1 Definition
 - 551.2 Description
 - 551.3 Distribution
 - 551.4 Review and Analysis
 - 551.5 EMR Error Conditions
 - 551.6 Retention
- 552 PDC-ADPC Master File Comparison
 - 552.1 Definition
 - 552.2 Pay Period Report
 - 552.3 Quarterly Report
 - 552.4 Description
 - 552.5 Distribution
 - 552.6 Review and Analysis
 - 552.7 Retention
- 553 Employee Master File List - Numerical
 - 553.1 Definition
 - 553.2 Description
 - 553.3 Distribution
 - 553.4 Review and Analysis
 - 553.5 Retention
- 554 Employee Master File List - Alphabetical
 - 554.1 Definition
 - 554.2 Description
 - 554.3 Distribution
 - 554.4 Review and Analysis
 - 554.5 Retention
- 555 Employee Master File List - LDC
 - 555.1 Definition
 - 555.2 Description
 - 555.3 Distribution
 - 555.4 Review and Analysis
 - 555.5 Retention
- Table of Exhibits 189**

Chapter 5 Employee Master File

510 Overview

511 General Description of the Employee Master Record

The Postal Source Data System's (PSDS) basic record is the Employee Master Record (EMR). This record consists of indicative information taken from the Form 50, *Notification of Personnel Action*, and other personnel documents. The record can be established, changed, and deleted from the PSD System through a series of transactions.

512 General Description of the Employee Master File

The EMRs for all cities serviced by the Wilkes-Barre Postal Data Center (PDC) comprise the PSDS Employee Master File (EMF). This EMF accumulates service credits (work, leave, and so forth) for payroll and management information (see diagram in Exhibit 5-1, File Maintenance Flow Chart).

513 Responsibilities of the Minneapolis PDC

The Minneapolis Postal Data Center (PDC) is responsible for issuing pay checks to USPS personnel. At the end of a pay period, Wilkes-Barre electronically sends all service credits to Minneapolis for payroll processing. The Minneapolis PDC has an expanded EMF that allows it to process all payroll functions.

514 Dissemination of EMF Information

The information in each post office's EMF is printed as a list of records and transmitted periodically to each post office for its use as a reference document.

520 Employee Master Record

521 Definition

521.1 Use of the EMR. The Employee Master Record (EMR) has information that is used by PSDS and, eventually, by the payroll PDC in Minneapolis. This information is derived from Form 50, *Notification of Personnel Action*; from Form 2551, *Worksheet for Appointment*, for new hire employees; and from transactions entered into

the system by the employee or an authorizer (all work, leave, holiday, overtime hours, so on). PSDS uses this information to develop time and attendance data for payroll processing, and management operating data for management information reporting.

521.2 Contents of the EMR. The EMR contains an employee's:

- a. Employee ID Number.
- b. Designation/Activity code.
- c. Level/Step.
- d. Pay Location.
- e. Scheduled Days Off.
- f. Sunday Premium Eligibility Code.
- g. Route Number.
- h. FLSA Exempt Coding.
- i. Rate Schedule Code.
- j. Special Processing Code.
- k. Initials of first and middle name and the complete last name.
- l. Labor Distribution Code.
- m. Pay Credits.
- n. Transfer, Training, and Loaned Records.

522 Description of Individual EMR Fields

522.1 Employee ID Number and Name

522.11 Employee ID Number. All EMRs are identified and controlled in PSDS by the employee's ID number. PSDS cannot accept or relate any T&A transaction unless it includes an identifying employee ID number. PSDS uses the employee's social security number as the employee ID number.

522.12 Name and Initials. The employee's EMR contains the employee's last name and the initials of the first and middle name. If the name is shorter than 12 characters, space fill the remaining portion of the name field. If the employee's name is greater than 12 characters, input the first 12 consecutive characters of the name.

522.2 Designation/Activity Code (D/A) and Labor Distribution Code (LDC)

522.21 Designation Code. A designation code is a two-digit number which indicates the craft, the type of position, and the type of appointment to which an employee has been assigned. The purpose of the designation code is to accumulate hours so that they may be charged to the proper salary account. See Exhibit 5-2.

522.22 Activity Code. An activity code is a one-digit number which identifies a particular group of employees within a given craft. This code is used to accumulate and report specific types of data. See Exhibit 5-2.

522.23 Labor Distribution Code (LDC).

522.231 Definition. Labor Distribution Codes (LDCs) are the basic elements of the National Workhour Reporting System. Each employee in the Postal Service is assigned a two-digit LDC which identifies the major activity of the employee. These codes are the means by which workhours are accumulated into meaningful groupings within each functional area.

522.232 Reference. For a thorough explanation of LDCs as they apply to PSDS offices, refer to Handbook F-2, Functional Management.

522.233 Establishing LDCs. Each employee is automatically assigned a default LDC when first input into the EMF by a transaction B1, New Hire. If the default LDC is not the correct LDC, it must be changed.

522.234 Changing LDCs. The personnel office is responsible for initially determining the correct LDC for a newly hired employee. This information is provided to the Data Collection Site on the Form 1476, PSDS Master File Transcript. The DCS enters the correct LDC with a transaction 86, LDC Change, on the same day the transaction B1, New Hire is input.

522.3 Level, Step Fields and Automatic MODS Hours

522.31 Entry Code. The level and step (LV/ST) are entered and carried in the system as a four-digit field. The first two digits indicate the employee's level; the last two digits identify the salary step. The first position of the step is blank, and the second position contains the letter of the appropriate step.

522.32 Step Field, Automatic MODS Hours. EAS levels 24 and above are not required to enter clock rings. In order to properly credit, in the MODS system, their hours worked, the step field is used to instruct the system to charge their workhours to a particular operation number and MODS separate reporting facility (SRF), as follows:

a. In table .31b below, the "X" in the first digit of the step field indicates the SRF. Substitute the SRF number, as shown in table .31a, for the "X". Valid SRFs for this purpose are:

Table 522.31a

- 0 = SRF 0 (zero)
- 1 = SRF 1
- 2 = SRF 2
- 3 = SRF 3
- 4 = SRF 4
- 5 = SRF 5*
- 6 = SRF 6
- 7 = SRF 7*
- 8 = SRF 8
- 9 = SRF 9
- A = SRF 10

* For New York City ONLY, 5 represents SRF 15, and 7 represents SRF 37.

b. Step Field - SRF/Operation Table

Table 522.31b

STEP	OPN	STEP	OPN	STEP	OPN
x0	671	xA	598	xK	920
x1	701	xB	599	xL	925
x2	702	xC	600	xM	927
x3	703	xD	601	xN	929
x4	704	xE	602	xO	932
x5	705	xF	603	xP	933
x6	706	xG	664	xQ	942
x7	572	xH	712	xR	708
x8	581	xi	954	xS	945
x9	597	xJ	758		

The "x" in the step field represents the SRF See 522.31a above.

522.33 Step field, Part-Time Doctors (D/A 39-0). The step field for part time regular schedule doctors must be coded with the proper SRF code in the first position, and "S" in the second position to represent operation number 945. The MOD system will apply 4.00 hours per day, Monday thru Friday, for employees with D/A 39-0. This will have no effect on the automatic computation of work hours

in the T&A system which is contingent on the "FLSA Exempt" coding of the Daily Work Hours (DWH).

522.4 Pay Location

522.41 Use of Pay Location Numbers. Pay location numbers are determined locally and are used to:

- a. Identify employees with similar characteristics,
 - b. Distribute timecards, payroll checks, and time and attendance reports, and
 - c. Isolate employees pending termination.
- Terminated employees are assigned to PL 999.

522.42 Pay Location 000. PL 000 in PSDS is reserved for internal processing and should not be used.

522.43 Effective Date. Pay Location changes will be applied to the current pay period if input prior to the DPP 14 cutoff.

522.44 Geographic Information and Tax Use. Correct pay locations should be entered on the Form 50 sent to the payroll PDC in Minneapolis. Minneapolis uses this information to gather geographic information for the Civil Service Commission and Congress. The payroll system also utilizes the pay location number of an employee to determine applicable city or county tax withholding. Post Offices must not make indiscriminate changes to pay location numbers. All pay location numbers used in PSDS must be first established on the Minneapolis PDC master file. A Form 3180, Pay Location Information Transmittal, must be submitted to Minneapolis prior to adding, changing, or deleting a pay location in PSDS.

522.45 Mass Pay Location Changes. See section 543.4 for mass pay location changes.

522.5 Scheduled Days Off (SDO)

522.51 SDO Cycle. An employee may have either rotating or non-rotating days off. An employee who has the same days off in each week of the pay period has non-rotating SDOs. An employee whose SDOs change from week to week over a fixed cycle has rotating SDOs. PSDS currently can accommodate SDOs that rotate anywhere from a 2 to a 26 week cycle.

522.52 SDO Representation in PSDS

522.521 Full-time employees must be scheduled for work or leave for five specific days each week.

Using the scheduled days off field, the system can determine whether an employee is working a scheduled or a non-scheduled day. PSDS uses the following scheme for numbering days of the week:

Day	Number
Saturday	1
Sunday	2
Monday	3
Tuesday	4
Wednesday	5
Thursday	6
Friday	7

SDOs are changed by inputting an B3, Item Change transaction or, more commonly, by inputting a TR 84, Rotating SDO Change and TR 85, Non-Rotating SDO Change. See Exhibits 5-11, 5-19, and 5-20.

522.522 Alpha codes may be used to identify both of an employee's SDOs for each week when entering the SDOs into the system from the alphanumeric device with a Transaction B1 or B3.

The alpha character represents both SDOs for a week

A = 1-2	L = 3-4	S = 5-6
B = 1-3	M = 3-5	T = 5-7
C = 1-4	N = 3-6	U = 6-7
D = 1-5	O = 3-7	
E = 1-6		
F = 1-7		
G = 2-3	P = 4-5	
H = 2-4	Q = 4-6	
I = 2-5	R = 4-7	
J = 2-6		
K = 2-7		

522.523 Numeric codes may be used to identify two constant SDOs, or one constant SDO and one rotating SDO when inputting SDOs from the alphanumeric device with Transaction B1 or B3, as follows:

a. *Constant Saturday.* An 8 in the first digit of the SDO field of Form 1476. The second digit identifies the rotating SDO. PSDS updates the rotating day by one day each week until new SDOs are input.

**Table 522.523a
Constant Saturday**

Code	Week One SDO	Week Two SDO
82	(82) Sat-Sun	(83) Sat-Mon
83	(83) Sat-Mon	(84) Sat-Tue
84	(84) Sat-Tue	(85) Sat-Wed
85	(85) Sat-Wed	(86) Sat-Thu
86	(86) Sat-Thu	(87) Sat-Fri
87	(87) Sat-Fri	(82) Sat-Sun

b. Constant Sunday. A '9' in the first digit of the SDO field of Form 1476. The second digit identifies the rotating SDO. PSDS updates the rotating day by one day each week until new SDOs are input.

**Table 522.523b
Constant Sunday**

Code	Week One SDO	Week Two SDO
91	(91) Sun-Sat	(93) Sun-Mon
93	(93) Sun-Mon	(94) Sun-Tue
94	(94) Sun-Tue	(95) Sun-Wed
95	(95) Sun-Wed	(96) Sun-Thu
96	(96) Sun-Thu	(97) Sun-Fri
97	(97) Sun-Fri	(91) Sun-Sat

c. Limited Rotation, Constant Sunday. A '9' in the second digit of the SDO field of Form 1476. The first digit identifies the rotating SDO. PSDS updates the rotating day by one day each week until new SDOs are input.

**Table 522.523c
Limited Rotation, Constant Sunday**

Code	Constant Sunday	
	Saturday, Monday	Friday Rotation
19	(19) Sat-Sun	(39) Sun-Mon
39	(39) Sun-Mon	(79) Sun-Fri
79	(79) Sun-Fri	(19) Sat-Sun

522.53 Inputting SDO Changes. SDO changes may be input using Transactions B1 and B3, and Transactions 84 and 85. All rotations of 3 or more weeks, except Constant Saturday, Constant Sunday, and Limited Constant Sunday, must be input with Transactions 84. Constant Saturday, constant Sunday, and limited constant Sunday may be input with TR B1 and B3, as may two week rotations.

Table 522.53

Rotation	Use Transaction
Rotating SDOs	
- Two Week	85, B1, B3
- Constant Sunday	84, B1, B3
- Constant Saturday	84, B1, B3
- Limited Constant Sunday	84, B1, B3
- All Others	84 only
Non-Rotating SDOs	85, B1, B3

522.54 SDO 00 (Zero-Zero). Part-time Flexible employees, casuals, and temporary employees, must use the numeric SDO code zero-zero (00). If a full-time employee has 00 for an SDO, particular attention must be paid to that employee as holiday leave and daily crossfooting are determined by SDOs.

522.6 Sunday Premium Eligibility Code

522.61 Sunday Premium. Sunday premium (SP) is a premium paid to eligible employees for all hours worked during a scheduled tour that includes any part of a Sunday. An employee may not be credited with more than 8.00 hours of Sunday premium per tour and with no more than 16.00 hours per service week.

522.62 Part-time employees. All part-time employees are coded zero (0). SP will be automatically generated for workhours that have Sunday as part of the schedule.

522.63 Full-time employees. Those full-time employees who are entitled to SP for work performed on days 1,3,8, or 10 must be coded one (1).

SP Eligibility Code

0 = Not eligible for Sunday Premium, or
0 = Part-time flexible, casual, temporary employees.

1 = Eligible for Sunday Premium Pay

522.7 Route Number and FLSA Exempt Coding

522.71 Route Number Description. All carrier routes are assigned a five-digit route number.

a. The first two digits of the route number are the last two digits of the ZIP code for that carrier station.

b. The last three digits of the route number identify the specific route within the ZIP code.

522.72 Unassigned Carriers. Where carriers or other employees perform carrier service but are not regularly assigned to a particular route, a unique five digit route number is entered.

a. The first two digits of the route number are the last two digits of the ZIP code for the carrier station where they are assigned.

b. The last three digits are 000. If these employees perform carrier service but neglect to assign themselves to a route, PSDS will accumulate carrier service for these employees, under route 000, and report such time on the Carrier Report.

522.73 Assigned Carriers. When a carrier or other employee normally performs service on a particular route, the assigned route is input into that employee's EMR with an Item Change transaction, TR B3. When an employee's assigned route changes, the Data Control Site must be notified on a Form 1476, PSDS Master File Transcript.

522.74 FLSA Exempt Coding. FLSA exempt EAS employees do not have fixed work hours. However, it is usually possible to establish Normal work hours based on the inherent needs of the employee's job requirements. FLSA exempt employee coding is input using the route field of Form 1476. The data in this field is only used for time and attendance reports and has no effect on MODS reports. See the Step field for automatic MODS hours, and the Handbook M-32, Management Operating Data System.

522.75 Permanent Schedule. The personnel section will determine the normal work hours of each exempt employee. These work hours will consist of a Begin Tour, Out-To-Lunch, In-From-Lunch, and End Tour for each workday.

522.76 Temporary Changes. Temporary workhour changes may not be used to alter the employee's FLSA exempt coding. Night differential and Sunday premium are earned based on the exempt employee's normal work hours and not when the exempt employee actually works.

522.77 Coding the Employee Master Record

522.771 The normal work hours as described above determine what work and premium credits the exempt employee will get for a workweek, regardless of when or how many hours are actually worked. An FLSA EXEMPT CODING field will cause the PSDS time and attendance system to automatically generate daily work, night differential, and Sunday premium hours. This field does not generate any hours on the MODS reports.

522.772 After the normal work hours have been established by personnel, the following information can be extracted:

Normal Daily Workhours DWH
 Normal Night Differential ND
 Normal Sunday Premium SP

522.773 This information will be coded on the Form 1476, PSDS Master File Transcript, as follows:

a. Normal Daily Workhours - DWH are placed in position one of the FLSA EXEMPT CODING field. Zero equals 0 DWH, 1 equals one DWH, 2 equals two DWH's, etc.

b. Normal Night Differential - ND hours are placed in position 2-4 of the FLSA EXEMPT CODING field. Zero-zero-zero equals no ND, 100 equals one hour of ND, 200 equals two hours, etc.

c. Normal SP - SP hours are placed in position 5 of the FLSA EXEMPT CODING field. Zero equals no SP, 1 equals SP on days 1,8 only. See Table 522.773 below for a continuation of the Normal SP codes.

**Table 522.773
 FLSA Exempt Coding**

Field Position	Description	Entry
1	Normal DWH	0-8 only
2-4	Normal ND	000-800 only
5	Normal SP	0 = No SP days 1 = SP on service days 1, 8 2 = SP on service days 2, 9 3 = SP on service days 3, 10 4 = SP on service days 1, 2 & on service days 8, 9 5 = SP on service days 2, 3 & on service days 9, 10 6 = SP on service days 1, 3 & on service days 8, 10

522.774 Examples:

a. Employee's normal workhours:
 BT 2300
 OL 0300
 IL 0350
 ET 0750, with SDOs of 1-2.

FLSA exempt coding as shown on Form 1476 would be:

Position
1 2 3 4 5
 8 6 5 0 3

b. Employee's normal workhours:
 BT 0800
 OL 1200
 IL 1300
 ET 1700, with SDOs of 1-2.

FLSA exempt coding as shown on Form 1476 would be:

Position
1 2 3 4 5
 8 0 0 0 0

522.78 Variable Schedule FLSA Exempt. All FLSA exempt employees have a permanent weekly schedule which corresponds to their normal workhours. The scheduled reporting time may be different on one or more days of the week; however, the reporting time for each day of the week will be the same from week to week. For example, an employee who is scheduled to report at 0800 hours on Monday and Tuesday, and 1500 hours Wednesday through Friday will report on this schedule each week. The scheduled reporting times for Monday and Tuesday and for Wednesday thru Friday will not vary from week to week. "Variable schedule FLSA exempt employees" refers to those employees whose permanent schedules contain different daily starting times within the same week and repeat these same daily starting times from week-to-week. For the purposes of this section, variable schedule FLSA exempt employees are of two types:

a. Those eligible for night differential because they are scheduled to work on one or more days between the hours of 1800 and 0600.

b. Those not eligible for night differential because they are not normally scheduled to work between 1800 and 0600. These employees are coded in the FLSA CODING FIELD according to 522.77.

522.79 Premium Variable Schedule Employees

522.791 Conditions and Entries. The scheduled tour of an FLSA exempt employee of the first type will vary within a workweek, and the normal amount of night differential earned may vary from day-to-day. The FLSA coding field can only accommodate situations where the amount of ND earned daily is constant from day to day. Therefore, to allow for varying amounts of night differential, enter zeroes in position 1-5 of the FLSA EXEMPT CODING field. The employee will then be credited for the varying amounts of ND based on actual

clock rings. The following variable schedule is an example:

DPP 01 Scheduled Day Off
 DPP 02 BT 2300, OL 0300, IL 0350, ET 0750
 DPP 03 BT 0800, OL 1200, IL 1250, ET 1650
 DPP 04 BT 0800, OL 1200, IL 1250, ET 1650
 DPP 05 BT 1500, OL 1800, IL 1850, ET 2350
 DPP 06 BT 1500, OL 1800, IL 1850, ET 2350
 DPP 07 Scheduled Day Off

The FLSA exempt coding would be 00000, and the employee would be credited according to the actual clock rings.

522.792 FLSA Exempt Coding. FLSA EXEMPT CODING of 00000 requires that the timekeeper must always compare computed night differential to entitled night differential and adjust if there is a difference. FLSA exempt employees earn the same pay credits (work hours and premiums to be paid) each week regardless of the hours actually worked. Normally, the system will automatically calculate the pay credits for FLSA exempt employees based on the coding of the FLSA exempt coding field. This is not possible for variable schedule exempt employees as explained above, therefore, the timekeeper must review the pay credits for these exempt employees to ensure that their weekly night differential and Sunday premium equal what would normally be earned based on their normal schedule. In example 522.78 above, if the employee's actual rings for DPP 04 were 1500-1800-1850-2350, the computer would calculate five more night differential hours than would normally be earned. The timekeeper must adjust the amount of night differential to equal the amount normally earned per week, which in this case would be five hours on DPP 06 and five hours on DPP 07 for a total of 10 hours.

522.793 FLSA Exempt Coding Cutoff Times. FLSA exempt coding changes, TR B1 or B3, can be input from DPP 01 through DPP 12 to update week one of the pay period. They must be input only on DPP 13 or DPP 14 to update week two only.

522.8 Rate Schedule Code. All employees are identified by a rate schedule code (RSC). The purpose of the rate schedule code is to group employees within a salary structure. Employees are compensated according to the schedule to which they are assigned. Every EMR must have a 3, 4, 5, 6, 7, 8, or 9 in the SCH field.

PSDS Rate Schedule Codes		
RSC	SCH	CLASSIFICATION CRITERIA
E (EAS)	3	Non-Supervisory Personnel, Grades 1-16
P (PS)	4	Field Craft Employees, Levels 1-10 (except Rural Carriers)
M (M)	5	Mailhandler Craft, Levels 3-6
E (EAS)	6	Supervisory Personnel, Grades 1-16
E (EAS)	7	Management and/or Supervisory Personnel, Grades 17 and above
S (PCES)	8	See MI EL-350-79-5 for eligibility
G (Nurses)	9	Bargaining unit - Nurses only

522.9 Special Processing Codes

522.91 General Description. The special processing codes (SPCs) are used to indicate special processing conditions. These codes identify, hold, initiate, and remove information in an employee's master record. All SPCs are identified by an alpha character. All SPCs are independent, so more than one may be used in any pay period.

522.92 Specific Types of SPCs.

a. SPC 0 (Zero). SPC Zero is used to delete any of the following SPC codes, except SPC Q.

b. SPC A. SPC A is used to identify employees who are authorized to use transactors, alpha- numerics, or the DSMO console. These employees will appear on the Authorizer, EMR List.

c. SPC C. SPC C is used to identify eligible FLSA exempt employees, grades EAS-23 and below, who are eligible to receive overtime during the officially designated Christmas Overtime Period. If the employee has an SPC C in his EMR, the system will automatically compute overtime hours if worked. SPC C will only be valid during the designated Christmas period, and will be deleted automatically by the system.

d. SPC E. SPC E is used to indicate the employee's FLSA status as exempt.

e. SPC F. SPC F is used to indicate full-time flexible schedule employees not eligible for Out-Of-Schedule premium.

f. SPC H. SPC H is used to hold employees past the DPP 14 cutoff so that they appear on the Time Certification Exceptions Report. If an employee is to be held for week two, SPC H must be input prior to the DPP 14 mini-split. The SPC H will drop out of the system at the end of each pay period and will not affect other SPC codes in the system.

g. SPC I. SPC I is used to cause the system to automatically generate leave type 25, LWOP- IOD/OWCP. SPC I is used for employees who are on extended leave without pay because of an Injury on Duty, and the employee is being compensated by the Office of Workers Compensation Programs. These cases are past the 45 day COP period, and the LWOP is being input using leave type 25. SPC I will be deleted automatically upon the input of transactions of any type for the employee.

h. SPC L. SPC L is used to cause the system to automatically generate leave type 20, LWOP-In Lieu of Sick Leave. SPC L will be automatically deleted upon input of a transaction of any type.

i. SPC M. SPC M is used to cause the system to automatically generate leave type 26, LWOP-MAT. SPC M will be automatically deleted upon input of a transaction of any type for the employee.

j. SPC N. SPC N is used to indicate the employee's FLSA status as non-exempt.

k. SPC P. SPC P is used to cause the system to automatically generate leave type 22, LWOP- Personal. SPC P will be automatically deleted upon input of a transaction of any type.

l. SPC Q. SPC Q is used to indicate that the employee is a qualified LSM operator. SPC Q is automatically deleted if the employees D/A, SCH, or LEVEL is changed. SPC Q can also be deleted by input of SPC R.

m. SPC R. SPC R is used to delete SPC Q when an employee loses his LSM qualification status.

n. SPC S. SPC S is used to cause the system to automatically generate leave type 27, LWOP- Suspension. SPC S will be deleted automatically upon input of a transaction of any type for the employee.

o. SPC T. SPC T is used to cause the system to automatically generate leave type 29, LWOP- Suspension Pending Termination. SPC T will be deleted automatically upon input of a transaction of any type.

p. SPC U. SPC U is used to cause the system to automatically generate leave type 28, LWOP-Union Official. SPC U will be deleted automatically upon input of a transaction of any type for the employee.

q. SPC W. SPC W is used to cause the system to automatically generate leave type 23, LWOP- Other. SPC W will be deleted automatically upon input of a transaction of any type for the employee.

r. SPC X. SPC X is used to cause the system automatically to generate leave type 24, LWOP- AWOL. SPC X will be deleted automatically upon input of a transaction of any type for the employee.

s. *SPC Z*. *SPC Z* identifies employees in saved grades of Level 19 or above who are placed in FLSA non-exempt positions. If the employee is a new hire, enter a transaction B1 with a "Z" in the SPC field instead of a "E". If the employee is already established, input a transaction B3 with a "Z" in the SPC field. PSDS will treat these employees as FLSA non-exempt, and require the same entries as any other non-exempt employee. However, if a Form 50 has not been processed, the employee will not be paid as FLSA non-exempt.

530 Form 1476, PSDS EMR Items Transcript

531 Authorization to Establish An Employee Master Record

The authorization to establish an Employee Master Record is Form 1476. Form 1476, *PSDS EMR Items Transcript* (Exhibit 5-9), will be completed by the personnel office using Form 50, *Notification of Personnel Action*, as the source document. Forms 1476 for all new employees will show all items.

532 Symbols and Codes of Form 1476

532.1 General. Certain symbols and codes are required for technical reasons to complete transmission requirements and identify these transactions as EMR related.

532.2 B Transaction Code. All EMR transactions are identified by the character "B" (except LDC change transactions). Only EMR transactions are entered on Form 1476.

532.3 Hyphen ("-"). The hyphen is used with Transaction B3, item change, in items (columns) that are not changing. This prevents the system from changing previously input information.

532.4 Zero ("0"). The zero sign is used to remove previously input items in the SPC field and ROUTE/FLSA field.

532.5 Blank Space (" "). A blank space is used to fill out the unused portion of the name field.

533 Employee Master Record Transactions

Four basic entry codes are used to identify EMR transactions. Each entry code indicates a specific action.

Table 533

Entry Code	Action
B1	New Hire
B2	Delete EMR
B3	Item Change
B4	Name Change

a. The character B identifies the transaction as an EMR transaction.

b. The digit following the "B" identifies the specific action to be accomplished by the transaction.

Table 533b
TR "B" Action Codes

- 1 = New Hire
- 2 = Delete EMR
- 3 = Item Change
- 4 = Name Change

540 Employee Master File Transactions

541 Transaction B1, New Hire

541.1 Establishing a New Employee in PSDS. The personnel office will complete a Form 1476 for all newly hired employees. The information transcribed onto the Form 1476 will be taken from the Form 50, *Notification of Personnel Action*. The following items are the minimum requirement for a new hire transaction:

- a. Employee ID number
- b. Designation/Activity Code (D/A)
- c. Level and Step (LV/ST)
- d. Rate Schedule Code (SCH)
- e. FLSA status code
- f. Last Name and Initials

These six items will establish the employee's record in the system. However, all items on the Form 1476 should be completed for all new hires. See Exhibit 5-10 for the alphanumeric or transactor screen used to make a new hire transaction.

541.2 Form 1476 Completion. All items left blank on a new hire transaction must be zero filled, except the unused portion of the name field which is space filled.

541.3 Default SDOs. If a full-time regular is input as a new hire with SDOs of zero-zero, the system will default the SDOs to 1-2.

541.4 Timeliness of Input. The Form 1476 must be available for input in the DCS on or before the day when the employee initially reports for duty:

a. If input of the master record is made the same day that the employee reports for duty his clock rings may be input and will be processed.

b. If the employee reports for work before the 1476 has been input, his time must be recorded upon a Form 1260, *Non-transactor Card*. The employee must remain on the Form 1260 until the day his EMR is input.

541.5 References. Exhibit 5-11 shows a properly completed Form 1476 for a new hire. Exhibit 5-10 shows the alphanumeric or transactor screen for a TR B1, New Hire.

541.6 Comparison with PDC/ADPC Master File Comparison Report. Compare the new hire and change entries listed on the daily PSDS Master File Change Reports to those listed on the PDC/ADPC Comparison Report. Missing items normally indicate an erroneous employee ID number or late Form 50 actions.

542 Transaction B2, Delete EMR

542.1 Separations. When an employee separates from the Postal Service, the Personnel Section will complete a Form 1476 and forward it to the DCS. The Form 1476 will be boldly annotated "Terminated/Separated" and include all terminations with an effective date in a given pay period. Data technicians should input delete transactions prior to the DPP 12 cutoff, for those employees whose last work day is in the current pay period.

542.2 Change of Appointing Office (CAO). The Personnel Section will complete a separate Form 1476 for any CAO actions. The Form 1476 will be boldly annotated "CAO". Data technicians should input the delete transactions prior to the DPP 12 cutoff for those employees whose last work day in the losing office is in the current pay period.

542.3 Non-Reporting New Hires. The Personnel Section will notify PSDS management via Form 1476 of any previously reported new hires entered into the system (via Form 1476), who have not reported for duty or for whom a Form 50 has not been processed. Previously established EMRs for such employees must be deleted from the PSDS Master File.

542.4 Comparison With PDC/ADPC Master File Comparison Report. Compare the new hire and change entries listed on the daily PSDS Master File Change Reports to those listed on the PDC/ADPC Comparison Report. Missing items normally indicate an erroneous employee ID number or late Form 50 actions.

542.5 Form Completion

542.51 To complete a Form 1476 for a delete EMR enter:

- a.* The employee ID number.
- b.* Annotated as indicated above.

542.52 See Exhibit 5-12 for the alphanumeric or transactor screen used to make a delete transaction. Exhibit 5-13 is an example of a properly completed Form 1476 for a delete transaction.

543 Transaction B3, Item Change

543.1 Forms Completion. When one or more EMR items for an employee, other than the employee ID number or employee name are to be changed, the "B3" transaction is used. This includes cases where assignment information such as pay location, scheduled days off, Sunday premium, or route number were initially left blank. These items are sometimes zero filled initially because this information is unavailable at the time of a TR B1, new hire input. The B3 is used to change such zeros to significant data. To complete a Form 1476 for an item change enter:

- a.* The employee ID number
- b.* The item that needs changing in the appropriate columns. Fill all other columns with hyphens.

543.2 Comparison with PDC/ADPC Master File Comparison Report. Compare the new hire and change entries listed on the daily PSDS Master File Change Reports to those listed on the PDC/ADPC Comparison Report. Missing items normally indicate an erroneous employee ID number or late Form 50 actions.

543.3 References. See Exhibit 5-14 for the alphanumeric or transactor screen used to make an item change. Exhibit 5-15 is an example of a properly completed Form 1476 for an item change.

543.4 Mass Pay Location Changes

543.41 A 'B3' transaction is identified as a mass pay location transaction by the presence of six(6)

leading zeroes in the employee ID field. The "old" pay location is recorded in positions 7, 8, and 9 of the employee ID field. The "new" pay location is recorded using the Pay Location column of the Form 1476. See Exhibit 5-16. All of the other data fields must be hyphen-filled. See Exhibit 5-17 for a properly completed Form 1476 for mass pay location changes.

543.42 If changes are being made to take employees out of one number and place them into another number which has employees who are to be taken out of that number and placed into yet another number, both transactions must be input during the same T&A cycle, that is, the daily T&A cutoff for all days except 03 and 14, in which case, both daily and mini-split cycles become the parameters.

544 Transaction B4, Name Change

544.1 Form Completion. This transaction is used when employees legally change their names, or to correct improper spelling of a name on a previous EMR entry. To complete a Form 1476 for a name change enter:

- a. The employee ID number.
- b. The changed or corrected name.

544.2 Reference. See Exhibit 5-18 for the alphanumeric or transactor screen used to make a name change.

544.3 Tracking Issued Badges. The last column of the name field may be used to keep track of the number of badges issued to an individual. The new badge preparation equipment currently does not permit numeric characters in the name field. This will be changed as soon as possible. Roman numerals could be used temporarily.

545 Transaction 84, Rotating SDO Change

545.1 Definition. TR 84 is used to input all variations of rotating days off, where the SDOs rotate for 3 through 26 week cycles. All current variations of rotating SDOs are listed in Appendix 7, *Rotating SDO Codes*. See Exhibit 5-3 for the transactor setting for TR 84.

545.2 Rotation Cycles. Although each chart in Appendix 7, *Rotating SDO Codes*, begins with the first week in a rotation cycle, week-of-cycle 01 (WOC 01), a rotation can begin on any week of the cycle.

545.3 Effective Week. The first week of the pay period is always the effective week of a TR 84. The system automatically applies a TR 84 to the first week of the current or the next pay period because TR 84 can identify only the first week as the effective week. Therefore, the week of cycle chosen to begin the rotation must be the first week of a pay period.

545.4 Current Pay Period Inputs. Current pay period TRs 84 can be input on DPP 01 (after the DPP 14 cutoff) until the DPP 12 cutoff. The effective pay period field must be set to zero. If week two of the current pay period must be adjusted on DPPs 13, 14, or on DPP 01 prior to the DPP 14 cutoff, input a temporary SDO change with a TR 85, Non-Rotating SDO Change.

545.5 Prior Pay Period Inputs. Prior pay period changes cannot be made with a TR 84. Use a TR 85 to input prior pay period changes. This TR 85 will adjust the prior pay period only, and will have no effect on the current pay period employee master record.

545.6 Advance Rotating SDO Changes

545.61 Advance transactions may be input one pay period in advance. Set the EFFECTIVE PAY PERIOD field to the next pay period. If these advance transactions are entered by the DPP 08 cutoff, the system will be able to use this data to reflect the correct SDOs on the next PP WORK ASSIGNMENT LISTING, which is printed on DPP 09.

545.62 If a TR 84 is input on DPPs 13, 14, or on DPP 01 prior to the DPP 14 cutoff, it will be rejected unless the EFFECTIVE PAY PERIOD field is set to the next pay period.

545.7 On-line Edits. See Exhibit 5-5 for a list of on-line edits of TRs 84 and 85.

545.8 Off-line Error Signals and Messages. See Exhibit 5-6 for a list of off-line error signals and messages of TRs 84 and 85.

546 Transaction 85, Non-Rotating SDO Change

546.1 Definition. TR 85 is used to input only non-rotating SDO changes with the exception of two week rotations. This transaction is used to input permanent changes for the current or the next pay period; temporary changes for the current and the next pay period; and prior pay period

changes. See Exhibit 5-4 for transactor settings for TR 85.

546.2 Current Pay Period Inputs. To input current pay period changes, set the EFFECTIVE PAY PERIOD field to zero. If the change is for only one week, zero fill the week that is unchanged. Current pay period changes can be input for week one until the DPP 12 cutoff, and for week two until the DPP 14 mini-split for all employees, and until the DPP 14 cutoff for those employees held until the DPP 14 cutoff.

546.3 Prior Pay Period Inputs. Prior pay period changes may be input after the DPP 14 cutoff on DPP 01 and until the DPP 03 mini-split cutoff for those employees held until the DPP 03 mini-split. To adjust the prior pay period, set the WEEK ONE SDOs field and the TEMPORARY/DELETE CODE field to zero. This change has no effect on the current pay period. If the current pay period employee master record must be changed, it is necessary to input another TR 85, or TR 84, for the current pay period.

546.4 Advance Nonrotating SDO Changes. Advance transactions may be input one pay period in advance. Set the EFFECTIVE PAY PERIOD field to the next pay period. The advance transaction may be permanent or temporary. If these advance transactions are entered by the DPP 08 cutoff, the system will be able to use this data to reflect the correct SDOs on the next PP WORK ASSIGNMENT LISTING, which is printed on DPP 09.

546.5 Temporary SDO Changes. A temporary SDO change, for the current or the next pay period, may be input with TR 85. Whenever a temporary SDO change has been approved, input a TR 85 with the TEMPORARY/DELETE field set to '89'. If the temporary change is for only one week, zero fill the week that is unchanged. The system will retain the original SDOs and restore them at the start of the pay period following the temporary change. This includes employees with rotating SDOs, in which case the correct rotation will be restored to the point it would have been had there been no temporary change. The WORK ASSIGNMENT LISTING will reflect permanent and temporary SDOs, if the input is made prior to the DPP 08 cutoff.

546.6 On-line Edits. See Exhibit 5-5 for a list of on-line edits of TRs 84 and 85.

546.7 Off-line Error Signals and Messages. See Exhibit 5-6 for a list of off-line error signals and messages of TRs 84 and 85.

547 Transaction 86, LDC Change

547.1 Definition. TR 86 is used to initially assign, or to change, the labor distribution code in the employee's PSDS employee master record. A record of each change is automatically sent with the employee's timecard record to the Minneapolis PDC to update the employee's payroll master record.

547.2 Effective Date. LDC changes are effective on either DPP 01 or on DPP 08. If the change is to be effective on DPP 01, set the LDC CHANGE WK TWO field to zero. If the change is to be effective on week two, set the LDC CHANGE WK ONE to zero.

547.3 Current Pay Period Changes. Current pay period changes can be input to be effective for DPP 01 until the DPP 12 cutoff. To be effective for DPP 08, LDC changes can be input until the DPP 14 mini-split for all employees, and until the DPP 14 cutoff for those employees held until the DPP 14 cutoff.

547.4 Prior Pay Period Changes. Prior pay period changes for week two of the prior pay period can be input after the DPP 14 cutoff and until the DPP 03 mini-split cutoff for employees held until the DPP 03 mini-split. This change will have no effect on the current pay period. If the current pay period master record must be changed, it is necessary to input another TR 86 for the current pay period.

547.5 Transactor Settings. See Exhibit 5-7 for a description of the transactor settings for TR 86.

547.6 Edits. TR 86 is processed through several on-line and off-line program edits. Transactions rejected by the on-line system appear on the *Two-Hour T&A Transaction Error Report*. Transactions rejected by the off-line system appear on the "EMF Related Error Conditions and Transaction" section of the EMF Change Report. See Exhibit 5-8 for the error signals associated with these edits and their description.

548 Verification of Inputs

548.1 Prior to Input. Upon receipt of Form 1476 from the Personnel Office, the data collection site supervisor will review the 1476 to insure that it is

filled out accurately. Errors will be resolved with the personnel office.

548.2 After Input. After input, the TR CODE ENTERED column of the Form 1476 verification section will be initialed. If a TR 86, LDC Change was input, the LDC ENTERED column of the verification section will be initialed. When the EMR Changes report is received:

a. Compare the EMF Change Report with the Form 1476. If the change input into the system and reported on the EMF Changes report agrees with the Form 1476, initial the TR CODE VERIFIED column of the Form 1476 verification section.

b. Manually correct the entry or insert the new hire in the Employee Master Roster; initial the EMR NUMERICAL CORRECTED column of the Form 1476 verification section.

c. Verify the LDC change, manually correct the EMR, and initial the LDC VERIFIED column of the verification section.

550 Master File Reports

551 Employee Master File Changes

551.1 Definition. PSDS is designed to report back any master file inputs for verification. This enables the timekeeper to check the action he intended for the EMR. The EMF Change Report will print anytime a transaction B (B1, B2, B4, B3) is input. It will also print if an SDO change (TR 85) or an LDC change (TR 86) is input. If a transaction is received and, after editing, is rejected, the transaction, reason, and action to be taken will appear on this report.

551.2 Description. This report consists of six reports printed separately:

a. EMF Changes. See Exhibit 5-19. This part of the report will print any time a transaction type "B" is input and accepted.

b. EMF Related Error Conditions and Transactions. See Exhibit 5-20. This part of the report will print whenever the system detects an error in the transaction which prevents it from accepting the input.

c. LDC Changes Input Via Transaction Code 86. See Exhibit 5-22. This part of the report will print any time a transaction 86, LDC Change was input and accepted.

d. Rotating Scheduled Days Off Changes Input Via Transaction code 84. See Exhibit 5-23. This part of the report will print any time a transaction

84, Rotating Scheduled Days Off was input and accepted.

e. Scheduled Days Off Changes Input Via Transaction code 85. See Exhibit 5-24. This part of the report will print any time a transaction 85, SDO Change was input and accepted.

f. Advance Scheduled Days Off Changes Input Via Transaction Codes 84 and 85. See Exhibit 5-25. This part of the report will print any time an advance SDO transaction was input and accepted.

551.3 Distribution. The EMF Change Report is printed on 3-part paper. The report should be decollated and the original copy filed in the data site for verification use. A carbon copy should be distributed to the personnel office, after verification, for their use. The page or pages of the third copy, with clerks listed, should be distributed to the scheme examiner and the rest held in the data site as spares.

551.4 Review and Analysis

551.41 Upon receipt of the EMF Change Report, a comparison between the Form 1476 and the changes report must be made by a timekeeper. This comparison must be a one-for-one match to assure accuracy of all inputs. A check-off system should be employed to insure that all inputs intended have actually been accepted by the system and are not missing.

551.42 If the data is correct, the report must be annotated indicating that it was "verified" by the timekeeper. The annotation must include the date and name of the timekeeper who did the verification. The report should then be sent to the personnel office. The verified Form 1476 may be returned to the personnel office or otherwise disposed of.

551.43 When the report reflects inaccurate data or an error condition, the correction must be re-entered and so annotated on the report. When the correction has been input, the annotated report should be sent to the personnel office. The related Form 1476 should be retained until proper input can be verified.

551.44 In this manner, the personnel office has access to the EMR used by PSDS. In the event that they find variance with Form 50 information, they can submit a Form 1476 to initiate corrective action.

551.5 EMR Error Conditions. See Exhibit 5-21 for error signals related to the EMR Changes Report and transactions B1, B2, B3, and B4.

551.6 Retention. The EMF Change Report should be retained for one accounting period, 28 days. The Form 1476 should be destroyed as soon as input can be verified as being correct.

552 PDC-ADPC Master File Comparison

552.1 Definition. The payroll Postal Data Center (PDC) maintains an EMF for payroll purposes. The pay location and LDC in this PDC EMF is updated each pay period when the PSDS PDC (formerly called an ADPC) sends payroll data to the PDC. *The pay location and LDC changes (TR 86) are the only updating done by PSDS of the payroll PDC EMF.*

552.2 Pay Period Report. After the end of each pay period, all PDC EMRs that have been added, deleted, or changed are processed through the PSDS PDC (formerly ADPC) interface program. The PDC/ADPC interface program automatically:

a. Compares the designation activity code (D/A), level and step, pay location, rate schedule code (SCH), LDC, FLSA status, and name in the PDC EMR with those in the PSDS EMR and, if different, prints those PSDS EMR items which are different, and an alpha code to identify the differences.

b. Changes the salary step in the PSDS PDC EMR, if different, to coincide with the step carried in the payroll PDC EMR, and prints both steps and an alpha code to identify the action as a step increase change.

c. Generates a delete transaction to remove a separated employee's EMR from the PSDS PDC EMF and prints an alpha code to identify the termination.

d. Prints PDC EMRs when no corresponding EMR is found in the PSDS EMF and an alpha code to identify the EMR as a NO RECORD-ADPC condition, and the nature of the change action.

552.3 Quarterly Report. Quarterly, during pay periods 5, 12, 18, and 25, the EMFs for both PDC and PSDS are compared. These complete comparisons substitute for the normal pay period comparisons. During the quarterly comparison, the interface program prints the EMR and EMF identification (PDC or PSDS) of all EMRs with no corresponding EMR and the alpha code which identifies the NO RECORD condition.

552.4 Description. See Exhibit 5-26 for an illustration of the PDC/ADPC Master File Comparison Report.

552.5 Distribution. The original copy of the PDC-ADPC Master File Comparison report should be maintained in the data site. The report should be annotated with the corrective action taken and the second copy should be distributed to the personnel office. The third copy should be retained in the data site as a spare copy.

552.6 Review and Analysis. This report must be reviewed in the data site to ensure that all PSDS and PDC master files are accurate and comparable. The following list indicates the comparison code used, explains the code, and directs the action to be taken.

a. Code A. Code A is printed for each PDC EMR for which there is no corresponding ADPC (PSDS) EMR.

(1) If the PDC EMR is correct, the timekeeper must notify the personnel office, requesting a Form 1476 with a new hire transaction.

(2) If the PDC EMR is incorrect, the timekeeper should notify the personnel office.

b. Code B. Code B is printed for each PSDS EMR for which there is no corresponding PDC EMR. Code B will only be seen on the Quarterly Report when complete EMFs are compared. Employee ID number corrections should be made as soon as possible, and the employee's service credits must be researched and input under the incorrect employee ID. Action to be taken:

(1) The timekeeper will delete the incorrect employee ID EMR and enter a correct EMR as a new hire. Enter service credits previously recorded under the incorrect SSN by using the appropriate transactions. Where this corrective action has not been taken before the end of the pay period, and service credits were passed to the PDC and lost (PDC not having a matching employee ID), the work hour credits and leave hour charges should be documented and a prior pay period manual payroll adjustment must be processed.

(2) If the PSDS EMR is correct and the employee is a recent new hire, notify the personnel section to verify that a Form 50 has been processed. If a Form 50 has been processed, no action is necessary; if not, the personnel section must process a Form 50 immediately. If the employee is not a recent new hire, the timekeeper should notify the personnel office.

(3) If the PSDS EMR is incorrect, the timekeeper will process a delete transaction to remove the EMR from the PSDS EMF.

c. Code C. Code C is printed when the Designation Activity Codes (D/A) of the EMRs being compared do not match. Determine the correct D/A code. Analyze the designation/activity code change to see if it will have an effect on service credits or hours transferred. When necessary, corrected service credits are entered before the end of the pay period by using the appropriate adjustment transactions. The timekeeper should process a prior pay period adjustment Y5 transaction when the service credit corrections were not entered before such credits were passed by the PSDS system to the PDC for payment. Action to be taken:

(1) If the D/A code in the PDC EMR is incorrect, contact the personnel section to verify that a Form 50 has been processed. The personnel section must issue a Form 50 to correct the payroll PDC, or a Form 1476 to correct the PSDS EMR.

(2) If the D/A code in the PSDS EMR is incorrect, the personnel section must issue a Form 1476 to correct the PSDS EMR.

(3) If a difference is shown but corrective action is inadvertently overlooked, no further comparison is made by the system until a subsequent Form 50 action involving a change in D/A code, level, or SCH code occurs, or an automatic step increase is affected. The incorrect items will remain incorrect.

d. Code D. Code D is printed when the levels of the EMRs being compared do not match. Action to be taken:

(1) If the level in the PDC EMR is incorrect, contact the personnel section. The personnel section must correct the payroll PDC's EMR by issuing a Form 50.

(2) If the level in the PSDS EMR is incorrect, the timekeeper should contact the personnel office, requesting a Form 1476 to correct the level/step.

(3) Level changes are ordinarily made effective with the beginning of a pay period. When an official change occurs during a pay period, the timekeeper should prepare a manual payroll adjustment to identify the hours to be paid at the different rates of pay. If the level change affects accumulation of service credits or the transfer of hours, a transaction Y5 will have to be prepared.

e. Code E. Code E is printed when the Pay Location Codes of the EMRs being compared do not match. Actions to be taken:

(1) If the Pay Location in the PDC EMR is incorrect, no action is necessary. The PDC EMR will be updated automatically when the next timecard processing from the PSDS is made.

(2) If the Pay Location in the PSDS EMR is incorrect the timekeeper should determine the correct pay location and input an EMR item change transaction to correct the pay location into the PSDS EMR.

f. Code F. Code F is printed when the rate schedule code (SCH) of the EMRs being compared do not match. Analyze rate schedule code change to see if it will have an effect on service credits recorded and transferred under the SCH. When necessary, corrected service credits are entered before the end of the pay period by using the appropriate adjustment transactions. The timekeeper should process a manual payroll adjustment when the service credit corrections were not entered before such credits were passed by the PSDS system to PDC for payment. A Form 1236, TTL will be prepared to adjust transfer hours.

(1) If the SCH in the PDC EMR is incorrect, the timekeeper should contact the personnel office, requesting a Form 50 to correct the payroll PDC's EMR.

(2) If the SCH in the PSDS EMR is incorrect, the timekeeper should contact the personnel office to request a Form 1476 to correct the PSDS EMR.

g. Code G. Code G is printed when the LDC in the EMRs being compared do not match. Analyze the labor distribution code change to see if it will have an effect on service credits recorded under the old code. When necessary, corrected service credits are entered before the end of the pay period by using the appropriate adjustment transactions. PSDS management must prepare a Form 1236, Prior Pay Period TTL Adjustment, when service credits were passed by the PSDS system to the PDC system for processing. Action to be taken:

(1) If the LDC in either the PSDS or PDC EMR is incorrect, the only action necessary is to input an 86 transaction with the correct LDC. This 86 transaction will automatically update the PDC EMR. Notify the Personnel Office of this corrective action.

h. Code H. Code H is printed when the names in the EMRs being compared do not match. Name changes can be made at any time, since the name in the PSDS EMR is used in PSDS only; Service credits and leave charges transmitted to the PDC are identified only by employee ID number. Action to be taken:

(1) If the name in the PDC EMR is incorrect, the timekeeper should contact the personnel section, requesting a Form 50 to correct the name.

(2) If the name in the PSDS EMR is incorrect, the timekeeper should input a Transaction B4, Name Change, to correct the name, and annotate the report with the action taken.

(3) The computer matches each position of the name field. Differences in spacing, the use of Jrs., Srs., etc., will cause code H to be printed. The timekeeper should correct the PSDS EMR to agree with the PDC EMR as long as the PDC EMR is correct. This will prevent the employee's EMR from repeatedly appearing on the report.

i. Code K. Code K is printed for separated employees for whom there was no PSDS EMR. This may occur when a Form 50 action was processed for a new hire in one pay period and a subsequent Form 50 processed during the next pay period. Because the applicant did not begin service with the post office, no new hire transaction was entered for PSDS. Other cases involve a difference in the employee ID number on the Form 50 and the number on the Form 1476. Action to be taken by the timekeeper is to destroy any badge that was made for that employee ID.

j. Code L. Code L is printed for separated employees. The EMR has been deleted from the PDC and PSDS EMF's. Action to be taken by the timekeeper:

(1) Destroy any badge for that employee.

(2) If the employee was assigned authorizer access, PSDS management must delete the logon ID.

k. Code M. Code M is printed when (automatic) step increases are made for employees. The PSDS EMR, if different, will be updated by the PDC EMR, if possible. A blank step field, that is, a step field with two spaces, cannot be updated by the Minneapolis PDC. In this case, the local PSDS office must process a transaction B3, Item Change, to correct the PSDS EMR.

l. Code N. Code N is printed when the EMRs being compared are identical. This indicates that the changes listed on the Form 1476 and input as PSDS EMR item changes in the PSDS EMR were identical to those processed from the Form 50 by the PDC. No action is necessary.

552.7 Retention. This comparison report must be retained for four accounting periods.

553 Employee Master File List - Numerical

553.1 Definition. The EMF List - Numerical is a list of all the EMRs in employee ID number order, for a post office. This list reflects the status of all items in an employee's master record. The list is used as a reference tool. This list will be updated by pen and ink changes from the EMF Changes.

553.2 Description. See Exhibit 5-27 for an illustration of the EMF-Numerical.

553.3 Distribution

553.31 The original copy of the Employee Master File List, Numerical, must be maintained in the data site. PSDS management should establish a distribution list based on local needs. The number of copies should be kept to a minimum.

553.32 This list will show the status of all items in the EMR as of day 09 of the pay period the report is printed. This list is transmitted on day 10 of every even numbered pay period.

553.4 Review and Analysis. Upon receipt of this list, it should be perused for dropped lines. If lines are missing, the office should contact the PSDS PDC Customer Support Branch. If the list is good, it must be updated manually as master file changes are received. This list is a valuable tool for researching information in an employee's master record.

553.5 Retention. The retention period for this list is one accounting period, 28 days.

554 Employee Master File List - Alphabetical

554.1 Definition. The EMF List - Alphabetical is a list of all EMR's, in alphabetical sequence by name, for a post office. This list reflects the status of all items in an employee's master record. The list may also be used as a reference tool.

554.2 Description. See Exhibit 5-28 for an illustration of the EMF, Alphabetical.

554.3 Distribution

554.31 The original copy of the EMF List Alphabetical should be filed in the data site. PSDS management should establish a distribution list based on local needs.

554.32 This list will show the status of all time in the EMR as of day 09 of the pay period the report is printed. This report is printed on day 10 during the first odd numbered pay period of each postal quarter.

554.4 Review and Analysis. Upon receipt of this list, it should be perused for dropped lines. If lines are missing, contact the PSDS PDC Customer Support Branch.

554.5 Retention. The retention period for this list is four accounting periods.

555 Employee Master File List - LDC

555.1 Definition. The EMF List-LDC is a list of all employees in LDC sequence. Within LDCs, the employees will be listed in pay location sequence and, within the pay location, in alphabetical sequence.

555.2 Description. This report contains the same data elements as the other EMR lists.

555.3 Distribution

555.31 This report is distributed as follows:

Original: Budget Officer
First copy: As needed
Second copy: Data collection site

555.32 This report is scheduled for transmission on Day 10 of the first even numbered pay period of each postal quarter.

555.4 Review and Analysis. Upon receipt, this list should be perused for employee's assigned to an improper LDC.

555.5 Retention. The retention period for this list is four accounting periods.

Contents Chapter 6--Reports

<p>610 Overview 225</p> <p>620 Employee Master File Reports 225</p> <p>621 Overview of Employee Master File Reports</p> <p style="padding-left: 20px;">621.1 Description</p> <p style="padding-left: 20px;">621.2 Employee Work Assignment Schedule</p> <p style="padding-left: 20px;">621.3 Review and Analysis</p> <p style="padding-left: 20px;">621.4 Distribution</p> <p style="padding-left: 20px;">621.5 Use</p> <p style="padding-left: 20px;">621.6 Retention</p> <p>622 Employee Master File Changes Report</p> <p>623 PDC/ADPC Master File Comparison Report</p> <p>624 Employee Master File List - Numerical</p> <p>625 Employee Master File List - Alphabetical</p> <p>626 Authorizer Only-Employee Index</p> <p style="padding-left: 20px;">626.1 Definition</p> <p style="padding-left: 20px;">626.2 Description</p> <p style="padding-left: 20px;">626.3 Day of Receipt</p> <p style="padding-left: 20px;">626.4 Distribution</p> <p style="padding-left: 20px;">626.5 Use</p> <p style="padding-left: 20px;">627.6 Retention</p> <p>630 Inquiries 227</p> <p>631 Types of Inquiries</p> <p style="padding-left: 20px;">631.1 General Description</p> <p style="padding-left: 20px;">631.2 Attendance Inquiries</p> <p style="padding-left: 20px;">631.3 Hours Inquiries</p> <p>632 Attendance Inquiry by Machine Number (TR 70)</p> <p style="padding-left: 20px;">632.1 Transaction</p> <p style="padding-left: 20px;">632.2 Availability of Data</p> <p style="padding-left: 20px;">632.3 Transactor Settings</p> <p style="padding-left: 20px;">632.4 Limitations</p> <p style="padding-left: 20px;">632.5 Disposition</p> <p>633 Attendance Inquiry By Operation Number</p> <p style="padding-left: 20px;">633.1 Transaction</p> <p style="padding-left: 20px;">633.2 Availability of Data</p> <p style="padding-left: 20px;">633.3 Transactor Settings</p> <p style="padding-left: 20px;">633.4 Limitations</p> <p style="padding-left: 20px;">633.5 Disposition</p> <p>634 Attendance Inquiry By Pay Location</p> <p style="padding-left: 20px;">634.1 Transaction</p> <p style="padding-left: 20px;">634.2 Availability of Data</p> <p style="padding-left: 20px;">634.3 Transactor Settings</p> <p style="padding-left: 20px;">634.4 Limitations</p> <p style="padding-left: 20px;">634.5 Disposition</p> <p>635 Attendance Inquiry By Employee ID</p> <p style="padding-left: 20px;">635.1 Transaction</p> <p style="padding-left: 20px;">635.2 Availability of Data</p> <p style="padding-left: 20px;">635.3 Transactor Settings</p>	<p style="padding-left: 20px;">635.4 Limitations</p> <p style="padding-left: 20px;">635.5 Disposition</p> <p>636 Detailed Hours Inquiry (TR 82)</p> <p style="padding-left: 20px;">636.1 Transaction</p> <p style="padding-left: 20px;">636.2 Transactor Setting</p> <p style="padding-left: 20px;">636.3 Automatic Detailed Hours Inquiries</p> <p style="padding-left: 20px;">636.4 Disposition</p> <p style="padding-left: 20px;">636.5 Retention</p> <p>637 Weekly Total Hours Inquiry (TR 82)</p> <p style="padding-left: 20px;">637.1 Transaction</p> <p style="padding-left: 20px;">637.2 Transactor Setting</p> <p style="padding-left: 20px;">637.3 Disposition</p> <p style="padding-left: 20px;">637.4 Retention</p> <p>640 Time And Attendance Reports 230</p> <p>641 Overview</p> <p style="padding-left: 20px;">641.1 General Description of the Reports</p> <p style="padding-left: 20px;">641.2 Corrections</p> <p style="padding-left: 20px;">641.3 Official Records</p> <p>642 Clock Ring Error Report</p> <p style="padding-left: 20px;">642.1 Introduction</p> <p style="padding-left: 20px;">642.2 Definitions</p> <p style="padding-left: 40px;">642.21 Sequence Error</p> <p style="padding-left: 40px;">642.22 Proper Sequence</p> <p style="padding-left: 40px;">642.23 Omitted Rings</p> <p style="padding-left: 40px;">642.24 Redundant Rings</p> <p style="padding-left: 40px;">642.25 Duplicate Ring</p> <p style="padding-left: 40px;">642.26 Move Ring</p> <p style="padding-left: 40px;">642.27 Carrier Operation/Route Errors</p> <p style="padding-left: 60px;">642.271 Description</p> <p style="padding-left: 60px;">642.272 Carrier Route Edits</p> <p style="padding-left: 20px;">642.3 Report Description</p> <p style="padding-left: 20px;">642.4 Distribution</p> <p style="padding-left: 20px;">642.5 Review and Analysis of Errors</p> <p style="padding-left: 20px;">642.6 Disposition</p> <p style="padding-left: 40px;">642.61 Timekeeper</p> <p style="padding-left: 40px;">642.62 Distribution</p> <p style="padding-left: 40px;">642.63 Exception</p> <p style="padding-left: 20px;">642.7 Retention</p> <p>643 Transaction and Unidentified Transaction Error Reports</p> <p style="padding-left: 20px;">643.1 Transaction Error Reports</p> <p style="padding-left: 40px;">643.11 Definitions</p> <p style="padding-left: 60px;">643.111 Inconsistent Transactions</p> <p style="padding-left: 60px;">643.112 T&A Transaction Error</p> <p style="padding-left: 40px;">643.12 Description</p> <p style="padding-left: 40px;">643.13 Distribution</p> <p style="padding-left: 40px;">643.14 Review and Analysis of Errors</p> <p style="padding-left: 40px;">643.15 Disposition</p> <p style="padding-left: 40px;">643.16 Follow-up</p> <p style="padding-left: 40px;">643.17 Retention</p> <p style="padding-left: 20px;">643.2 Unidentified Transaction Error Report</p>
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- 643.21 Definition
- 643.22 Description
- 643.23 Distribution
- 643.24 Review and Analysis of Errors
- 643.25 Disposition
- 643.26 Retention
- 644 Purged Clock Ring Report
 - 644.1 Definition
 - 644.2 Review and Analysis
 - 644.3 Distribution
 - 644.4 Retention
- 645 Employee Activity Report (EAR)
 - 645.1 Definition
 - 645.11 Conditions for EAR
 - 645.12 Crossfoot
 - 645.13 Application Of The Five Minute Leeway Rule
 - 645.14 Scheduled Service Day
 - 645.15 Non-scheduled Day
 - 645.16 SDO zero zero (00)
 - 645.2 Distribution
 - 645.3 Review and Analysis
 - 645.31 Timekeeper and Supervisor Responsibilities
 - 645.32 Out of Crossfoot
 - 645.33 TR 2. Authorizations
 - 645.34 TR 6. Hours Adjustment
 - 645.35 TR 82, Detailed Hours Inquiry
 - 645.36 Holiday Leave Irregularities
 - 645.37 Additional Conditions
 - 645.371 Loaned Hours
 - 645.372 Transfer Hours
 - 645.373 Training Hours
 - 645.374 SDO Change
 - 645.375 LDC Change
 - 645.376 TR B3, EMR Item Change
 - 645.377 FLSA-Exempt Coding
 - 645.38 Retention
- 646 P/T Employees Weekly Cumulative Hours Report
 - 646.1 Definition
 - 646.2 Description
 - 646.3 Distribution
 - 646.4 Review and Analysis
 - 646.5 Retention
- 647 Invalid Operation Number Report
 - 647.1 Definition
 - 647.2 Description
 - 647.3 Distribution
 - 647.4 Review and Analysis
 - 647.5 Retention
- 648 Limited Duty - Rehabilitation Activity Report
 - 648.1 Definition
 - 648.2 Description
 - 648.3 Distribution
 - 648.4 Review and Analysis
 - 648.5 Retention
- 649 Injury Compensation Specialist (ICS) Report
 - 649.1 Definition
 - 649.2 Description
 - 649.3 Distribution
 - 649.4 Review and Analysis
 - 649.5 Retention
- 650 Time Certification Reports..... 238**
- 651 Time Certification Exception (TCE) Report
 - 651.1 Definition
 - 651.2 Conditions For Appearance
 - 651.3 Description
 - 651.4 Distribution
 - 651.5 Review and Analysis
 - 651.6 Retention
- 652 Pay Period Time Certification Report (TCR)
 - 652.1 Definition
 - 652.2 Description
 - 652.3 Distribution
 - 652.4 Review and Analysis
 - 652.41 Timekeeper Review
 - 652.42 Forced Overtime
 - 652.43 Forced LWOP
 - 652.5 Retention
- 660 Microfiche 240**
- 661 Definition
- 662 Description
- 663 Distribution
- 664 Review and Analysis
 - 664.1 Researching Pay Inquiries
 - 664.2 Resolving Claims
 - 664.3 Microfiche Research
 - 664.4 Establishing Validity of Night Differential and Sunday Premium
 - 664.5 Expediency of Reporting
- 665 Retention Period
- 670 Management Reports..... 240**
- 671 Overview
 - 671.1 General Description
 - 671.2 Types of Management Reports
- 672 Carrier Report
 - 672.1 Definition
 - 672.2 Description
 - 672.3 Distribution
 - 672.4 Review and Analysis
 - 672.5 Retention
- 673 Summary of Hours
 - 673.1 Description
 - 673.2 Distribution
 - 673.3 Retention

- 674 Sick Leave, LWOP, and Other Leave Usage Report
 - 674.1 Description
 - 674.2 Distribution
 - 674.3 Retention
- 675 Transfer, Loan, and Training Hours Report
 - 675.1 Description
 - 675.2 Distribution
 - 675.3 Review and Analysis
 - 675.4 Retention
- 676 Prior Pay Period Loaned Hours Adjustment Transaction Errors
 - 676.1 Description
 - 676.2 Distribution
 - 676.3 Review and Analysis
 - 676.4 Retention
- 677 Non-Processed Transfer, Training, and Loaned Records Report
 - 677.1 Description
 - 677.2 Distribution
 - 677.3 Review and Analysis
 - 677.4 Retention
- 678 FLSA Non-Exempt Disallowed Time Report
 - 678.1 Description
 - 678.2 Report Levels
 - 678.21 Pay Location Report
 - 678.22 Tour Report
 - 678.23 Facility Report
 - 678.24 MSC Report
 - 678.25 Division Report
 - 678.26 Regional Report

- 678.27 National Report
 - 678.3 Distribution
 - 678.4 Review and Analysis
 - 678.5 Retention
- 680 PSDS Workhour Reports 243**
- 681 PSDS National Workhour Reporting System
 - 681.1 Definition
 - 681.2 Description
 - 681.3 Distribution
 - 681.4 Review and Analysis
 - 681.5 Retention
- 682 Pay Location Hours Use Analysis
 - 682.1 Definition
 - 682.2 Description
 - 682.3 Distribution
 - 682.4 Retention
- 683 Overtime Reporting System (ORS)
 - 683.1 Definition
 - 683.2 Description
 - 683.3 Distribution
 - 683.4 Retention
- 684 Workhour and Leave Analysis Report
 - 684.1 Definition
 - 684.2 Description
 - 684.3 Distribution
 - 684.4 Retention
- Table of Exhibits 247**

Chapter 6 Reports

610 Overview

The Time and Attendance application of the PSDS produces various reports designed to provide local managers with sufficient information to produce a correct and complete payroll, plan their budgets, and administer the Fair Labor Standards Act. See Exhibit 6-1a for an index of reports and Exhibit 6-1b for report retention periods.

620 Employee Master File Reports

621 Overview of Employee Master File Reports

621.1 Description

621.11 PSDS maintains its own Employee Master File (EMF) separate from that of the payroll PDC. PSDS T&A Reports are only as valid as the information in each Employee Master Record. Master file reports reflect the information stored in an employee's record. This information is vital and must be correct and up-to-date; the employee's pay is based upon it, as are management information reports.

621.12 These reports provide a research capability. If the employee's name is known but not employee ID number, the employee ID can be found. (The reverse can also be done).

621.13 Periodically the EMF is compared to determine if the PDC master file agrees with the PSDS master file. See part 552.

621.2 Employee Work Assignment Schedule

621.21 This list provides a current roster of employees assigned to each pay location for use by supervisors and timekeepers. It is an integral part of time and attendance procedures, especially the attendance check. The PSD System prints this schedule for each pay location once each pay period for the next pay period. The schedule shows employees assigned, each full-time employee's scheduled days off, designated holiday, and a column for each scheduled work-day for recording anticipated or current leave use, overtime, out-of-schedule premium, holiday scheduling premium, or nonbargaining rescheduling premium. See Exhibit 6-2.

621.22 The supervisor responsible for managing the activities of employees assigned to a particular pay location must maintain work assignment records.

621.23 The supervisor can use the Employee Work Assignment Schedule as a supporting document for all overtime, guarantee overtime, holiday scheduling premium, nonbargaining rescheduling premium, and out-of-schedule premium authorizations.

621.24 The Employee Work Assignment Schedule, provided by PSDS, is a roster printed by pay location. Employees assigned to each pay location are listed alphabetically by craft. The work assignment reflects each employee's schedule days off per week, designated holiday, and a column for each scheduled workday for recording anticipated or current leave use.

621.25 The employee's scheduled days off are indicated in the appropriate day column by hyphens. If there are no scheduled days off in the EMR, then there will be no hyphens.

621.26 The Employee Work Assignment Schedule is printed on Day 09 of each pay period. Information on it is as valid as the information in the EMF at that time.

621.3 Review and Analysis

621.31 Upon receipt, the supervisor should review the schedule for accuracy. If there are employees in the pay location who are not on the schedule, the supervisor manually adds them to the schedule. If there are employees on the schedule who should not be listed, the supervisor crosses them off, by drawing a single line through the name and indicative data. If there are personnel changes to a pay location, the supervisor should check with the timekeeper to ensure that the timekeeper's copy is consistent with the supervisor's. The supervisor's review will be completed as soon as practicable, but no later than day 12 of the pay period in which the listing is provided.

621.32 Review scheduled days off for accuracy. If inaccurate, make a pen and ink change and notify the timekeeper.

621.33 Holiday leave appears for all full-time employees with assigned days off. Review this leave to ascertain if correct. If incorrect, make a pen and ink change and notify the timekeeper.

621.4 Distribution. This report is distributed as follows:

Original: Pay location supervisor
 Second Copy: Pay location timekeeper
 Third Copy: Data Collection Site

621.5 Use

621.51 The Employee Work Assignment Schedule may be used by the supervisor as a supporting document for all overtime, guarantee overtime, holiday scheduling premium, nonbargaining rescheduling premium, and out-of-schedule premium authorizations. The printout is provided to the pay location supervisor by day 10 of each pay period.

621.52 If an employee appears on the Work Assignment Schedule but is no longer in that pay location, the supervisor should check with the timekeeper to determine if a Form 1476 has been received from the personnel office correcting the pay location for that employee.

621.6 Retention. Retain the Employee Work Assignment Schedule for 28 days, one accounting period.

622 Employee Master File Changes Report

This report lists all information input into the EMF. It is printed only when input has been made. See part 551 for a complete discussion of this report.

623 PDC/ADPC Master File Comparison Report

The payroll PDC maintains an Employee Master File (EMF) for payroll and other purposes. The pay location and LDC in this PDC EMF is updated each pay period when the PSDS PDC sends it payroll data. Additionally, Form 50 changes at the payroll PDC update the EMF. Each pay period, a partial comparison is made of the payroll PDC EMF and the PSDS EMF. The results of this comparison are reported to the local PSDS office on the PDC/ADPC Master File Comparison Report, Pay Period. Each Postal Quarter a complete comparison is made, and the results are reported to the local PSDS office on the PDC/ADPC Master File Comparison Report.

Quarterly. See part 552 for a complete discussion of this report.

624 Employee Master File List - Numerical

The EMF List-Numerical is a list of all the EMRs for a local office in employee ID number order. This list reflects the status of all employee records as of the time it was printed. See part 553 for a complete discussion of this report.

625 Employee Master File List - Alphabetical

The EMF List-Alphabetical is a list of all the EMRs for a local office in employee name order. This list reflects the status of all employee records as of the print time. See part 554 for a complete discussion of this report.

626 Authorizer Only-Employee Index

626.1 Definition. The Authorizer Only-Employee Index reflects all employees who have been delegated specifically by the installation head to enter clock-ring adjustments, authorizations, and pay hour adjustments, to perform pay inquiries. The system identifies these employees by the special processing code "A" in their EMRs. This control is printed in employee ID number order and is maintained by the PSDS Management.

626.2 Description. This report contains the same information as the EMF-Numerical or EMF-Alphabetical.

626.3 Day of Receipt. The list is generated on Day 10 of every even-numbered pay period.

626.4 Distribution. This report is distributed as follows:

Original: Data Collection Site
 Second Copy: As needed
 Third Copy: As needed

626.5 Use. PSDS management uses this report as a control and reference document. The report must show all employees who have logon access to the system. Promptly remove employees whose logon has expired or been terminated from the list.

627.6 Retention. Retain this report for one accounting period.

630 Inquiries

631 Types of Inquiries

631.1 General Description. There are two types of inquiries, attendance and hours. These inquiries serve distinct purposes. The attendance inquiries enable management to check attendance. Hours inquiries serve the time and attendance purpose of paying the employee accurately.

631.2 Attendance Inquiries. The attendance inquiries give management four ways to acquire information from the on-line system. Management can find:

- a. what piece of timekeeping equipment employees are using; or
- b. the number of employees in a specific operation number; or
- c. what a specific group of employees are doing; or
- d. what any one individual is doing.

631.3 Hours Inquiries. The hours inquiry reflects calculated information from the off-line system. The off-line system information can be obtained for one day, two days, or for the pay period-to-date.

632 Attendance Inquiry by Machine Number (TR 70)

632.1 Transaction. The system can be inquired by the use of TR 70 to determine which employees' last clock rings were made on a specified input device before a specified time. Postal Inspectors and supervisors use this transaction to verify attendance and labor distributions. A report is generated shortly after completion of the next 15 minute update at the PSDS PDC. See Exhibit 6-3 for an illustration of this report.

632.2 Availability of Data. The data accumulated by the on-line system is transferred to off-line processing in two segments:

- a. All complete and error-free clock rings and related transactions for an employee which are present at the intermediate (mini-split) cutoff.
- b. All complete and error-free clock rings and related transactions which are present at the current day cut-off.

NOTE: When inquiries are made after the intermediate cutoff, only clock rings and related transactions not transferred to off-line processing are available.

632.3 Transactor Settings. The inquiry is entered through any transactor by setting the screen as shown in Exhibit 6-4.

632.4 Limitations. Inquiries can be made for the current day only, using an INQUIRY TIME of 0001 through the current time. TR 70 inquiries cannot be made for a past or future day, although an inquiry processed at an early hour will list an employee on the machine number being inquired, provided the rings have not been split to the off-line system. Inquiries made with an INQUIRY TIME greater than the current time will be processed, but the INQUIRY TIME will be considered to be the cutoff time listed on the report rather than the INQUIRY TIME requested in the transaction.

632.5 Disposition

632.51 TR 70 inquiries may be input through any transactor in the post office. The requestor's name, employee ID number, and pay location are printed on the report. The DCS will route the report to the requestor's pay location unless otherwise instructed.

632.52 TR 70 inquiries serve only as information-on-request and are not considered permanent time and attendance documents. They may be destroyed when they have served their one-time purpose.

632.53 The DCS destroys inquiry reports remaining uncalled for seven days after the close of the applicable pay period.

633 Attendance Inquiry By Operation Number

633.1 Transaction. The system can be inquired by a TR 76 to determine which employees are on-the-clock on a specified operation number, or work center, at a specified time. See Exhibit 6-6.

633.2 Availability of Data. The data accumulated by the on-line system is transferred to off-line processing in two segments:

- a. All complete and error-free clock rings and related transactions for an employee which are present at the intermediate (mini-split) cutoff.
- b. All complete and error-free clock rings and related transactions which are present at the current day cut-off.

NOTE: When inquiries are made after the intermediate cutoff, only clock rings and related transactions not transferred to off-line processing are available.

633.3 Transactor Settings. TR 76 may be input on any transactor by setting the screen as shown in Exhibit 6-5.

633.4 Limitations. Inquiries can be made for the current day only, using an INQUIRY TIME of 0001 through the current time. TR 76 inquiries cannot be made for a past or future day, although an inquiry processed at an early hour will list an employee on the machine number being inquired, provided the rings have not been split to the off-line system. Inquiries made with an INQUIRY TIME greater than the current time will be processed, but the INQUIRY TIME will be considered to be the cutoff time listed on the report rather than the INQUIRY TIME requested in the transaction.

633.5 Disposition

633.51 TR 76 inquiries may be input through any transactor in the office. The requestor's name, employee ID number, and pay location are printed on the report. The DCS will route the report to the requestor's pay location unless otherwise instructed.

633.52 TR 76 inquiries serve only as information-on-request and are not considered permanent time and attendance documents. They may be destroyed when they have served their one-time purpose.

633.53 The DCS destroys inquiry reports remaining uncalled for seven days after the close of the applicable pay period.

634 Attendance Inquiry By Pay Location

634.1 Transaction. The system can be inquired by a TR 76 to determine which employees are on the clock in a specified pay location, at a specified time. See Exhibit 6-7.

634.2 Availability of Data. The data accumulated by the on-line system is transferred to off-line processing in two segments:

a. All complete and error-free clock rings and related transactions for an employee which are present at the intermediate (mini-split) cutoff.

b. All complete and error-free clock rings and related transactions which are present at the current day cut-off.

NOTE: When inquiries are made after the intermediate cutoff, only clock rings and related transactions not transferred to off-line processing are available.

634.3 Transactor Settings. TR 76 may be input on any transactor by setting the screen as shown in Exhibit 6-5.

634.4 Limitations. Inquiries can be made for the current day only, using an INQUIRY TIME of 0001 through the current time. TR 76 inquiries cannot be made for a past or future day, although an inquiry processed at an early hour will list an employee on the machine number being inquired, provided the rings have not been split to the off-line system. Inquiries made with an INQUIRY TIME greater than the current time will be processed, but the INQUIRY TIME will be considered to be the cutoff time listed on the report rather than the INQUIRY TIME requested in the transaction.

634.5 Disposition

634.51 TR 76 inquiries may be input through any transactor in the office. The requestor's name, employee ID number, and pay location are printed on the report. The DCS will route the report to the requestor's pay location unless otherwise instructed.

634.52 TR 76 inquiries serve only as information-on-request and are not considered permanent time and attendance documents. They may be destroyed when they have served their one-time purpose.

634.53 The DCS destroys inquiry reports remaining uncalled for seven days after the close of the applicable pay period.

635 Attendance Inquiry By Employee ID

635.1 Transaction. The system can be inquired by a TR 81 to list the clock rings and related authorizations present on-line for a specific employee at the time of the inquiry. See Exhibit 6-8.

635.2 Availability of Data. The data accumulated by the on-line system is transferred to off-line processing in two segments:

a. All complete and error-free clock rings and related transactions for an employee which are present at the intermediate (mini-split) cutoff are transferred to the off-line system at that time.

b. All complete and error-free clock rings and related transactions which are present at the current day cut-off are transferred at that time.

NOTE: When inquiries are made after the intermediate cutoff, only clock rings and related

transactions not transferred to off-line processing are available.

635.3 Transactor Settings. TR 81 may be input on any transactor by setting the screen as shown in Exhibit 6-9.

635.4 Limitations. Inquiries will produce only those clock rings and related transaction which are still on-line.

635.5 Disposition

635.51 TR 81 inquiries may be input through any transactor in the office. The requestor's name, employee ID number, and pay location are printed on the report. The DCS will route the report to the requestor's pay location unless otherwise instructed.

635.52 TR 81 inquiries serve only as information-on-request and are not considered permanent time and attendance documents. They may be destroyed when they have served their one-time purpose.

635.53 The DCS destroys inquiry reports remaining uncalled for seven days after the close of the applicable pay period.

636 Detailed Hours Inquiry (TR 82)

636.1 Transaction. The system will respond to a TR 82 inquiry request for one day or more, up to one week, and produce a report that reflects work credits and leave charges calculated and accumulated for a specific employee during the current pay period. Only one week per transaction can be queried. This information will be printed as part of the EAR the day following the input of the inquiry. See Exhibit 6-10.

636.2 Transactor Setting. TR 82 may be input on any transactor by setting the transactor screen as shown in Exhibit 6-11.

636.3 Automatic Detailed Hours Inquiries. When a 'B3' transaction, PSDS Item Change, is input to change a pay location, a TR 82 is automatically generated.

636.4 Disposition

636.41 TR 82 can be input through any transactor in the post office. However, they are printed on the employee's assigned pay location EAR on the day following input.

636.42 TR 82 inquiries are stored on-line until the end of the processing day. If a pay location change has also been entered during the same day, it will be processed before the TR 82, and the Detailed Hours Inquiry Report will be printed on the EAR with the employee's new pay location.

636.43 The distribution of this report is the same as for the EAR.

636.5 Retention. The retention period is the same as that for the EAR.

637 Weekly Total Hours Inquiry (TR 82)

637.1 Transaction. The system will respond to a TR 82 inquiry request and produce a report which itemizes by day the total work credits and total leave charges which have been calculated and accumulated for a specific employee during a specified week of the current pay period. This information is printed with the EAR on the day following input of the TR 82. See Exhibit 6-12.

637.2 Transactor Setting. TR 82 may be input on any transactor by setting the transaction screen as shown in Exhibit 6-10.

637.3 Disposition

637.31 TR 82 can be input through any transactor in the post office. They are printed, however, following the employee's assigned pay location, with the EAR on the day following input.

637.32 TR 82 inquiries are stored on-line until the end of the processing day. If a pay location change has also been entered during the same day, it will be processed before the TR 82, and the Weekly Total Hours Inquiry Report will be printed with the EAR, following the employee's new pay location.

637.33 The distribution of this report is the same as for the EAR.

637.4 Retention. TR 82, Weekly Total Hours Inquiry, serves only as information-on-request and is not considered a permanent time and attendance document. Requestors may destroy this report when it has served its one-time purpose.

640 Time And Attendance Reports

641 Overview

641.1 General Description of the Reports.

Through a series of reports, PSDS computes and develops a historical file and prints discrepancies in a timely and logical manner which allows correction, as follows:

- a. Reports at two hour intervals that allow for the timely correction of current day errors.
- b. A report that lists clock rings that have been purged from the system after having been uncorrected for three days.
- c. A daily report that reflects errors for complete days, as well as alerting those responsible that certain actions have been taken.
- d. A daily report that accumulates time and informs management when part-time employees enter into an overtime status.
- e. A weekly report that identifies errors requiring correction before the Week 1 and Week 2 cutoffs.
- f. Historical documents established for reference and used when payroll adjustments are necessary.

641.2 Corrections. Prompt correction of the discrepancies reported on these reports will accomplish three objectives:

- a. Distribute the administrative workload evenly.
- b. Guarantee the accuracy of the management reports.
- c. Increase the accuracy of the employee payroll.

641.3 Official Records. These reports are official records. Accordingly, all corrective actions taken are entered on the reports, including explanatory remarks where necessary. The employee must line out or highlight and write in and initial the correcting entry. There must be no erasures on PSDS reports or supporting documents.

642 Clock Ring Error Report

642.1 Introduction

642.11 The PSD System calculates pay credits from employee clock rings. These clock rings must be entered in the proper sequence. Clock rings entered

out of proper sequence cannot be calculated for elapsed time. The system generates and prints a clock ring error report at two-hour intervals.

642.12 Corrections entered during the current day are applied immediately. If corrections are not entered during the current day, out-of-sequence clock rings are not used to calculate workhour credits on T&A reports, but remain in an error file pending correction. (Out-of-sequence clock rings are used to calculate MODS reports; see Handbook M-32, *Management Operating Data System for MOD 1 Offices*, Chapter 3 for further information.)

642.2 Definitions

642.21 Sequence Error. A sequence error occurs when the employee's basic clock rings are not entered in the proper sequence; or when a basic clock ring is omitted, redundant, or improperly preceded, separated, or followed by a move ring.

642.22 Proper Sequence. Basic rings must be in one of the following orders, by system time sequence:

- a. BT Begin Tour
 OL Out-To-Lunch
 IL In-From-Lunch
 ET End Tour
- b. BT Begin Tour
 ET End Tour
- c. BT Begin Tour
 ET End Tour
 BT Begin Tour
 ET End Tour
- d. BT Begin Tour
 OL Out-To-Lunch
 IL In-From-Lunch
 ET End Tour
 BT Begin Tour
 ET End Tour
- e. BT Begin Tour
 ET End Tour
 BT Begin Tour
 OL Out-To-Lunch
 IL In-From-Lunch
 ET End Tour
- f. BT Begin Tour
 OL Out-To-Lunch
 IL In-From-Lunch
 ET End Tour
 BT Begin Tour

- OL Out-To-Lunch
- IL In-From-Lunch
- ET End Tour

642.23 Omitted Rings

642.231 An omitted basic ring is any ring missing from any of the groups of rings in .22a through .22f above.

642.232 When a full-time employee omits lunch rings, that employee will not appear on the clock ring error report, but will appear on the EAR. If that employee worked more than 6.09 hours, the entry on the EAR will indicate "6 HOURS WORK. NO LUNCH". If less than 6.09 hours were worked, the employee would appear on the report with the amount of hours worked. In any event, the employee is to be compensated for all hours that were actually worked.

642.24 Redundant Rings. Redundant rings are the same ring type, but a different transaction type or time. A redundant ring could be a normal begin tour and an inserted begin tour, or two begin tours at a different time. Following are examples of redundant rings:

- a. BT 511 0700 722
BT 31 0703 722
- b. OL 32 1200 150
OL 521 1200 150
- c. IL 531 1250 175
IL 33 1251 175
- d. ET 35 1550 540
ET 551 1550 540

642.25 Duplicate Ring. A ring that is the same ring type, the same transaction type, made at the same time, to the same operation number, on the same input device and by the same person as another ring, is a duplicate ring. The system ignores duplicate rings.

642.26 Move Ring. A move ring is a ring made when an employee changes to another operation number and/or a route number. Move rings must fall between a BT and OL, or between a IL and ET. On a non-lunch tour, a move ring must fall between a BT and ET. If a move ring falls outside these boundaries, a sequence error is generated.

642.27 Carrier Operation/Route Errors

642.271 Description. Clock rings which are in sequence but which have discernable errors in the carrier operation numbers and the auxiliary/replacement code are listed on the Clock Ring Error report and kept in the sequence error file. These errors are identified with an asterisk at the point of error. TR 5 and TR 43 will be used to correct these error conditions.

642.272 Carrier Route Edits. The on-line system performs several edits to test for the correctness of these rings:

a. If the transaction is a 41, 42, or 43 and the operation number is not 713-740, an error condition will be identified by an asterisk on both sides of the operation number.

b. If the transaction is a 41, 42, or 43 and the auxiliary/replacement code is not zero or one, an error condition will be identified by an asterisk on both sides of the auxiliary/replacement data.

c. If a carrier has a BT and an ET and the elapsed time is greater than 6.08 hours, the system checks for an OL (32 or 52) clock ring. If an OL clock ring is not present, and none of the clock rings contains an automatic lunch deduction operation number, the system identifies this error condition and prints it on the report, identifying the error by printing "*LUNCH*" on the ET line.

d. Each transaction 41, 42, and 43 identifies a route with a particular operation number pair. The system will perform edits on all transaction 41, 42, and 43 to ensure consistency in the identification of operation numbers and routes. If any subsequent transaction 41, 42, or 43 attempts to identify a route with either of a pair of operation numbers other than those with which it was first identified, the on-line system will indicate an error, by printing an asterisk on both sides of the operation number.

e. Example 1: When an employee makes the following ring:

TR	TIME	AUX/REPL	OPERATION	ROUTE
41	0700	1	722	10099

then route 10099 has been identified with the operation number pair 722/721.

f. Example 2:

TR	TIME	AUX/REPL	OPERATION	ROUTE
31	0700		722	
41	0700	1	722	10099
34	1000		721	
34	1300		722	
41	1325	0	*720*	10099

The move at 0700 identifies route 10099 with the operation number pair 722/721. The move at 1325 attempts to identify the same route with the operation number pair 720/719. The error is indicated by asterisks around the operation number.

642.3 Report Description. See Exhibit 6-13 for an illustration of this report.

642.4 Distribution. This report is distributed as follows:

Original: Pay Location
 Second Copy: As needed
 Third Copy: As needed

642.5 Review and Analysis of Errors

642.51 Clock ring error reports are reviewed and corrected when received by the DCS. Some corrections will require the assistance of the employee's supervisor. When this situation occurs, the DCS will contact the supervisor by phone or other means.

642.52 The system aids in the review of clock ring errors by printing an asterisk next to the ring that has an invalid relationship with the preceding ring, or by the operation number of a carrier route error.

642.53 Transactions 5, 42, and/or 43 are used to correct clock ring error reports. Refer to Chapter 7 for a complete discussion of these ring types.

642.54 The corrective action is annotated on the report in ink and initialled. The employee correcting the report enters the time and DPP of the input action, and initials the report. Exhibits 6-14 through 6-16 show the correct method of annotating reports.

642.55 Omitted clock rings must be inserted. Use TR 5X1 to insert missing clock rings. TR 42 may be used to insert carrier move rings on current day two-hour clock ring error reports. See Exhibit 6-14 for an illustration of a correction for omitted clock rings.

642.56 Redundant rings are deleted. Use TR 5X2 to delete clock rings. Whenever possible, retain the normal clock ring and delete the inserted clock ring. If the normal clock ring has an incorrect operation number, it can be corrected with a TR 5X3 as illustrated in Exhibit 6-15.

642.57 If a move ring is out-of-sequence, delete it with a TR 542 as illustrated in Exhibit 6-16.

642.58 If any ring type was inadvertently entered instead of another ring, a TR 5X3 is used to change it to the correct ring type and/or operation number.

642.6 Disposition

642.61 Timekeeper. The PSDS timekeeper at the DCS or control center (or another employee who reviews, annotates, and enters corrective transactions) should write the time and DPP of the corrective inputs on the report and initial it.

642.62 Distribution. The annotated report showing the corrective entries is forwarded to the pay location to be reviewed by the pay location supervisor or designated employee. When necessary, further corrective action is taken at that time, or when the daily reports are received.

642.63 Exception. Two-hour clock ring error reports may be distributed to pay locations without review by the DCS when local conditions permit effective and expeditious corrections of such reports.

642.7 Retention. The retention period for this report is 28 days.

643 Transaction and Unidentified Transaction Error Reports

643.1 Transaction Error Reports

643.11 Definitions

643.111 Inconsistent Transactions. Inconsistent transactions contain information in a field, which is inconsistent with the transaction type, or is inconsistent with another field within the transaction. PSDS makes a consistency check of transactions input to ensure that only valid transactions are applied. The inconsistent transactions are held aside and reported back to the office on two-hour reports. The system does not retain inconsistent transactions; if correct transactions are not entered, the intended transactions will not be applied.

643.112 T&A Transaction Error. A T&A transaction error has an acceptable transaction code, but has unacceptable data in other fields, as follows:

a. Authorization transactions (TR2)

	Error Signal
Improper leave code input	LEAVE CODE
Leave amount greater than 8	
Improper level input	LEVEL ERROR
Level inconsistent with RSC	LEVEL-SCH
Deletion transaction cannot find a matching transaction	NO MATCH
The second position of the transaction is a 5 or 8	INV DIAL 2
Hours authorized greater than 16	EXCESS HOURS
Previous identical authorization entered	DUPLICATE
Time is equal to 0000 or greater than 2400	DIALED TIME

Other Edits

Authorizer's and employee's ID number are the same	A-SSN = B-SSN
Invalid Day of the Pay Period	INVALID DPP
Prior Screen or DPP used on a day other than 1, 2, or 3.	PR PP BADGE

b. Carrier Route Transactions (TR 4)

	Error Signal
Time is equal to 0000 or greater than 2400, or was projected ahead of current time by more than 12 hours.	DIALED TIME
Transaction 43 does not match any prior 41 or 42	NO MATCH

c. Daily Ring Adjustments (TR 5)

	Error Signal
The action code was not 1, 2, 3, or 7.	INV ACT CD
Time did not match any other transaction	NO MATCH
Ring type did not match with any other transaction	NO MATCH
Operation number did not match with any other transaction	NO MATCH
Time was equal to 0000 or greater than 2400	DIALED TIME
Time was projected ahead of current time by 12 hours	DIALED TIME

d. Hours Adjustment (TR 6)

	Error Signal
Hours type is not valid	HOURS TYPE
Record Code is equal to 0 or greater than 5	RECORD CODE
Time is greater than 2400	EXCESS HOURS
Disallowance code is invalid	DISALLOW CD
Ninth and tenth position not consistent with the rest of the transaction	INV DS 9-10
Leave amount greater than 8	GR 8 HRS LV
Record code is 2 or 4 and serial no. is not 01-08	INV SER NUM
Record code is 3 and serial number is not 01-15	INV SER NUM
Record code is 5 and serial number is not 01-20	INV SER NUM

Other edits

Authorizer and Empl ID are the same	A-SSN = B-SSN
Invalid day in DPP field	INVALID DPP
Transaction is for a future day	CUR/FUT DPP
Prior PP screen or DPP used on other than days 1, 2, or 3.	PR PP BADGE
Adjustment for Sunday on day other than sunday	ILL DAY SUN

e. Transfer, Training and Loaned Hours (TR 8)

	Error Signal
Finance # is less than 01-0001 and greater than 57-9997	INV FIN NUM
LDC is not valid	INVALID LDC
D/A is not valid	INVALID D/A
Record code is 3 and serial no. is not 01-15	INV SER NUM
Record code is 4 and serial # is not 01-08	INV SER NUM
Record code is 5 and serial # is not 01-20	INV SER NUM
The LDC is not consistent with the D/A	INC D/A-LDC
Record code is not 3, 4, or 5	RECORD CODE

643.12 Description. The T&A transaction error report lists the rejected transaction and all accepted transactions for the employee, as illustrated in Exhibit 6-17.

643.13 Distribution. The corrective action taken on the two-hour reports is annotated on the reports and a copy of the annotated report is forwarded to the remote location as information. Where initial corrective action was not made, was incorrect, or was inconsistent with the facts, the remote location supervisor or designated timekeeper can enter the necessary adjustment during daily report correction.

643.14 Review and Analysis of Errors. Every error transaction is reviewed to ascertain the cause of rejection. The correct transaction is noted on the report. Where projected entry time is a factor, the earliest acceptable entry time is noted on the report. If there are no matching clock rings in the file, the time and employee ID are reviewed. Other related reports are reviewed where necessary.

643.15 Disposition. Every transaction line is annotated to show correct entry data. The employee entering the correction will initial and date the report.

643.16 Follow-up. The system does not accept transactions shown on time and attendance transaction error reports. Therefore, after correcting the entries, verify to ensure that they have been accepted and applied. One way of verifying is to enter a TR 81 inquiry after the correct transaction has been entered. The inquiry will reflect the transaction if it has been accepted.

643.17 Retention. The retention period for this report is 28 days.

643.2 Unidentified Transaction Error Report

643.21 Definition

643.211 An unidentified transaction error has an unacceptable transaction code or does not have the proper number of data characters for an acceptable transaction code or input device.

643.212 The system lists separately transactions that have unacceptable transaction codes or do not meet the prescribed message-length requirements. Unidentified transactions have not been accepted by the system and must be re-entered correctly.

643.22 Description. Unidentified transactions are not formatted when reported back to the office, since the system cannot recognize the transaction. In addition, the transaction may sometimes be garbled by line disturbances or other transmission difficulties. Therefore, the timekeeper should use judgment to ascertain the content of the report message. See Exhibit 6-18 for an illustration of an Unidentified Transaction Error Report.

643.23 Distribution. All copies of this report remain in the DCS.

643.24 Review and Analysis of Errors. An attempt is made to determine the source and intended transaction for every unidentified transaction error by the timekeeper/technician. When an unidenti-

fied transaction has been identified, the report is annotated with the correct transaction and that transaction is entered and the report initialled by the timekeeper/technician.

643.25 Disposition. PSDS management or a designated technician approve re-entry of the corrected transaction.

643.26 Retention. The retention period for this report is 28 days.

644 Purged Clock Ring Report

644.1 Definition

644.11 Two purged clock ring reports are generated. They are:

a. T/A Purged Clock Ring Report. This report is produced daily, beginning on Day 04, if there are clock rings which qualify for purging. See Exhibit 6-19.

b. Pay Period Purged Clock Ring Report. Week 1 clock ring errors that have not been corrected by DPP 12 are purged with the DPP 14 reports. Week 2 uncorrected clock ring errors are purged with the Day 03 cutoff. See Exhibit 6-20.

644.12 Purged clock rings are uncorrected sequence errors and clock ring errors that have been removed from the system. These rings are reported back to the originating office so that action can be taken, if necessary. The purging of current pay period rings begins on DPP 04 for all uncorrected clock ring errors (excluding NO LUNCH conditions for carriers), and stops on DPP 13. All rings that are uncorrected as of the DPP 14 cutoff are held until the DPP 03 mini-split. If these rings remain uncorrected at the DPP 03 mini-split, they are purged and printed on the Pay Period Purged Report.

644.2 Review and Analysis

644.21 The supervisor of the pay location reported must review the T/A Purged Ring Report. The error condition that caused the rings to purge is determined and annotated on the report. The supervisor or designated timekeeper re-enters the complete and corrected set of rings.

644.22 The pay location supervisor must review the PP Purged Ring Report to determine if a manual payroll adjustment is necessary. If a payroll adjustment is necessary, the supervisor must

complete a Form 2243 and forward it to the payroll adjustment section. The supervisor will initial and date the report when his review is completed.

644.3 Distribution. This report is distributed as follows:

- Original: Pay Location
- Second Copy: Data Collection Site
- Third Copy: As needed

644.4 Retention. The retention period for these two reports is 28 days.

645 Employee Activity Report (EAR)

645.1 Definition

645.11 Conditions for EAR. The EAR reflects all calculated pay credits for each employee on a daily basis if one or more of the following conditions apply:

- a. The calculated hours are out-of-crossfoot.
- b. TR 2 authorizations are present. Authorizations are instructions to the PSDS T&A application to calculate higher level pay credits, leave or LWOP credits, and overtime credits for a particular employee.
- c. A transfer record has been generated. Transfer hours occur when an employee works in an operation within the employee's facility that is charged to a payroll account other than the payroll account designated by the employee's base D/A-LDC combination. An employee may work in up to 15 different payroll accounts in one pay period.
- d. A training record has been generated. A training record is generated when an employee transacts into an operation designated for training. An employee may have up to 8 different training records per pay period, corresponding to training in eight different functional areas.
- e. A loaned record has been generated. A loaned record is generated whenever an employee works at a postal facility other than the employee's home facility. Loaned hours do not include work at stations and branches within the same finance number. An employee may be loaned to 20 different finance numbers or different finance number-D/A-LDC combinations, in one pay period.
- f. A TR 6 was input. The previous and adjusted hours will be reported.
- g. A TR 82 was processed.

- h. A holiday leave irregularity was generated.
- i. An error signal was generated. Some error signals are informational, while others indicate a rejected transaction.

- j. A TR 85, SDO Change, was processed.
- k. A TR 86, LDC Change, was processed.
- l. A TR B3, EMR Item Change, was processed.

m. An FLSA-exempt EAS employee's total service credits do not agree with the hours contained in the employee's FLSA EXEMPT CODING field. For example, an exempt employee is coded for 6 hours ND and her clock rings (0800-1650) indicate that she did not have ND hours. This will cause the employee to appear on the EAR for that particular DPP.

NOTE: If an employee's clock rings do not give rise to one or more of the above conditions, the employee's calculated hours for that day will not appear on the EAR. Exhibit 6-21 illustrates an EAR and explains its major areas.

645.12 Crossfoot. Full-time employees are scheduled to work 8 basic duty hours on five scheduled workdays. These basic duty hours must be accounted for by workhours, leave hours, or leave-without-pay hours. Accordingly, an arithmetic operation automatically identifies employee activity, or inactivity, inconsistent with scheduled basic duty hours.

645.121 The system crossfoot tests only the base and higher level records. It adds workhours and all leave and leave-without-pay, and subtracts overtime and holiday work hours. The net difference is called the crossfoot.

645.122 The correct crossfoot amount is:

	Full-time	Part-time
Scheduled Day	8	0-8
Scheduled Day-Off	0	n/a

645.123 A full-time regular employee must crossfoot to eight hours on a scheduled day. Part-time employees exceeding 8 hours in any one day must crossfoot to 8 hours.

645.124 Night differential, Sunday premium, out-of-schedule premium, nonbargaining rescheduling premium, and holiday rescheduling premium hours are not applied in the crossfooting operation because they indicate only how many of the work hours are to be paid at premium rates.

645.13 Application Of The Five Minute Leeway Rule. In addition to performing the daily eight hour crossfoot test, the system tests the activity recorded for each full-time employee each day to determine if the basic duty hours range from 7.92 to 8.08 hours (allowing five minutes more or less than the basic eight hour tour). This test is not applied if any part of the basic eight hour tour is leave or leave-without-pay, or if the workhours exceed 8.08.

645.14 Scheduled Service Day. Scheduled service days are determined from the SDO fields in the employee's master record. It is presumed that each full-time employee either works or is granted leave on a scheduled service day. An employee with no activity on a scheduled work day is listed on the EAR with an error signal:

SCHEDULED WORKDAY-NO ACTIVITY
REPORTED-CK 3971-1260-SDO

See Exhibit 6-22 for an illustration of this condition.

645.15 Non-scheduled Day. Non-scheduled days are determined from the SDO fields in the employee's master record. An employee with recorded activity on a day off and without full-tour overtime authorization is listed on the EAR with an error signal:

FULL TOUR OT AUTH OMITTED ON SDO-ADJUST
OT OR CHANGE SDO

See Exhibit 6-23 for an illustration of this condition.

645.16 SDO zero zero (00). Employees with SDO codes of zero-zero are crossfoot tested to both zero and 8 hours. They are crossfoot tested again at the end of the week for 40 hours.

645.2 Distribution. This report is distributed as follows:

Original: Pay location
Second Copy: Data Collection Site
Third Copy: As needed

645.3 Review and Analysis

645.31 Timekeeper and Supervisor Responsibilities. The timekeeper determines the reason why the employee is in a particular condition and annotates the EAR, if necessary, with the reason and a corrective action. The supervisor reviews the annotations of the timekeeper and initials the corrective action if in agreement with it.

Each condition which can cause an employee to appear on the EAR (see section 647.1) is discussed below.

645.32 Out of Crossfoot. The timekeeper will determine the cause of the out-of-crossfoot condition and annotate the report with the reason and suggested correcting transaction(s). The supervisor initials the report if in agreement and returns it to the timekeeper for input. See Exhibit 6-24 for detailed procedures for correcting out-of-crossfoot conditions.

645.33 TR 2, Authorizations

645.331 Each employee who has an authorization or combination of authorizations appears on the EAR. These employees may or may not be out-of-crossfoot. Normally, if these employees crossfoot correctly, no further action is necessary unless the authorization(s) was entered improperly.

645.332 Exhibit 6-26 illustrates an EAR displaying an employee on leave.

645.333 Exhibit 6-27 illustrates an EAR displaying an employee on higher level.

645.334 Exhibit 6-28 illustrates an EAR displaying an employee on overtime.

645.34 TR 6, Hours Adjustment. Each employee who has an hours adjustment will appear on the EAR. Exhibit 6-29 illustrates this condition.

645.35 TR 82, Detailed Hours Inquiry. Exhibit 6-30 illustrates an employee whose master file record was queried for detailed hours.

645.36 Holiday Leave Irregularities

645.361 PSDS reviews all holiday leave authorizations, whether generated by the system or input manually, and reports certain irregularities. PSDS tests for some conditions. If an employee's pay credits meet any of these conditions, it will be reported on the EAR on the third day after the holiday or on DPP 14, whichever comes first.

645.362 If the employee was in a LWOP status on both the day before and the day after the holiday, the system replaces the holiday leave with LWOP. The employee appears on the EAR with the following error signal:

EMPLOYEE IS IN LWOP STATUS-HOLIDAY LEAVE
CHANGED TO LWOP

If this action by the system is incorrect, the timekeeper should remove the LWOP with TR 6 and determine the correct entry.

645.363 Full-time regular or part-time regular employees with SDOs of zero-zero must have their holiday leave input manually. If this is not done, the system reports this condition with the following error signal:

HOLIDAY LEAVE OMITTED-INPUT TR 211

The timekeeper should determine the correct holiday and input a TR 211.

645.364 When 8 hours of LWOP was input for DPP 02 when DPP 01 was the holiday, or, for DPP 13 when DPP 14 was the holiday, the system reports this condition with the following error signal:

CK LWOP STATUS-TO CHANGE HL TO LWOP USE
6111000000-6231080000

NOTE: This error message results when the day before and the day after a holiday are in different pay periods. As a result, the system cannot determine if the employee was in LWOP status both the day before and the day after the holiday. The timekeeper should determine the status of the employee and make the appropriate adjustments.

645.37 Additional Conditions (which may cause an employee to appear on the EAR).

645.371 Loaned Hours. Exhibit 6-31 illustrates a loaned hours condition.

645.372 Transfer Hours. Exhibit 6-32 illustrates a transferred hours condition.

645.373 Training Hours. Exhibit 6-33 illustrates a training hours condition.

645.374 SDO Change. Exhibit 6-34 illustrates an SDO change condition.

645.375 LDC Change. Exhibit 6-35 illustrates an LDC change condition.

645.376 TR B3, EMR Item Change. Exhibit 6-36 illustrates a TR B3, EMR item change condition.

645.377 FLSA-Exempt Coding. Exhibit 6-37 illustrates an FLSA exempt coding condition.

645.38 Retention. The retention period for the EAR is 28 days.

646 P/T Employees Weekly Cumulative Hours Report

646.1 Definition. P/T Employees-Weekly Cumulative Hours report is a daily listing of paid hours for all employees other than regulars. This is a pay location report and shows cumulative, week-to-date, workhours, leave hours and overtime hours for each part-time employee. This report gives management a way to monitor hours for these employees and alerts management when these employees are about to enter an over-40 hours overtime status.

646.2 Description. This report lists calculated time only. If an employee is in a clock ring error condition, the time for that day will not be reflected on this report. See Exhibit 6-38 for an illustration of this report.

646.3 Distribution. This report is distributed as follows:

Original: Pay location
Second Copy: Data Collection Site
Third Copy: As needed

646.4 Review and Analysis. Supervisors use this report to determine when part-time employees will exceed 40 hours in a week and schedule accordingly.

646.5 Retention. The retention period for this report is 28 days.

647 Invalid Operation Number Report

647.1 Definition

647.11 This report identifies hours calculated from clock rings with invalid operation numbers, transfers them to LDC 50 or 53, and prints the complete set of rings (for an employee with such a condition). The report, in effect, identifies the source of hours charged to operation 999 on MODS reports, and crosswalked to LDC 50 or 53. The report includes the computed amount of transfer hours and pertinent information about the employee.

647.12 Certain valid operation numbers do not result in a transfer if used by an employee whose D/A code indicates by definition that the employee was not eligible to use such a number, such as a supervisor using a Steward's Duty Time number.

647.13 Invalid numbers will not result in a transfer if used by an employee whose EMR LDC is 50 or 53. These cases will appear on the report with the employee's complete set of rings so that a determination of the correct number can be made.

647.14 If the operation number that should have been used can be determined, a decision must be made either to delete the T&A transfer record with a TR 6XX3, or input a transfer "To" D/A and/or "To" LDC change with a TR 893, if warranted. In either case, an A-4 MODS adjustment transaction must be input to effect a transfer of hours from operation number 999 to the correct operation number.

647.2 Description. Exhibit 6-39 illustrates this report.

647.3 Distribution. This report is distributed as follows:

Original: Industrial Engineer
Second Copy: Director, Finance
Third Copy: Data Collection Site

647.4 Review and Analysis. This report is used to develop adjustment transaction for the T&A and MODS systems.

647.5 Retention. The retention period for this report is 28 days.

648 Limited Duty - Rehabilitation Activity Report

648.1 Definition. This report identifies those employees who use operation 958, Rehabilitation, and operation 959, Limited Duty.

648.2 Description. This report is printed in three parts. Each part lists the employees who match the criteria for that part and all clock rings for each employee for the day reported. Exhibits 6-40 through 6-42 illustrate this report.

a. Part one highlights those employees who used operation 959, Limited Duty, and generated a transfer to LDC 68.

b. Part two highlights errors in the use of operation 958, Rehabilitation, or errors in the employee's base LDC as recorded in the employee master file.

c. Part three highlights those employees whose base LDC is 69.

648.3 Distribution. This report is distributed as follows:

Original: Injury Compensation Specialist
Second Copy: Director, E&LR
Third Copy: DCS file.

648.4 Review and Analysis. Review this report to determine if the employees listed used operation 958 and/or 959 properly. Any improper use requires an adjustment to the T&A transfer record and the MODS. Employees who are correctly using operation 958, Rehabilitation, and whose base LDC is not 69, will require a correcting Form 50 action.

648.5 Retention. The retention for this report is one A/P.

649 Injury Compensation Specialist (ICS) Report

649.1 Definition. This report identifies those employees who used operation 958, Rehabilitation, and/or operation 959, Limited Duty. It also identifies those employees whose base LDC is 69 and who transferred workhours to an LDC other than 69.

649.2 Description. This report is printed in the same format as an Employee Activity Report. See Exhibit 6-43 for an illustration of this report.

649.3 Distribution. This report is distributed as follows:

Original: Injury Compensation Specialist
Second Copy: Director, E&LR
Third Copy: DCS copy.

649.4 Review and Analysis. This report is reviewed to determine employees whose base LDC is 69 and who transferred workhours to an LDC other than 69. An adjustment to the T&A transfer record and to MODS is required. If the base LDC should not be 69, a Form 50 corrective action is required.

649.5 Retention. The retention period for this report is one A/P.

650 Time Certification Reports

651 Time Certification Exception (TCE) Report

651.1 Definition. This report identifies employees for whom proper leave, work, and overtime adjustments were omitted. At the end of each week,

PSDS performs a crossfoot test for the preceding week. The employees who fail that test are reported on the TCE.

651.2 Conditions For Appearance

650.21 Full-time employees must meet the following conditions:

- a. Must crossfoot to an 8 hour day. Each day that fails will be reported.
- b. Must crossfoot to 40 hours in a week. Each day that fails will be reported.
- c. Service must be consistent with the SDOs in the employee's master record. Each day that fails will appear. Employees with SDOs zero-zero must meet both condition 1 and 2, or all days will be reported.

651.22 Part-time regular, part-time flexible, casuals, and temporary employees must meet these conditions.

- a. If the crossfoot for any day is greater than 8 hours, that day will appear.
- b. If the crossfoot for the week is greater than 40 hours, all days will appear, commencing with the day in which the employee first exceeded 40 hours.

651.23 All employees with the following conditions will also appear regardless of the crossfoot condition:

- a. Incomplete coding of transfer, training, or loaned records appears in order that proper coding can be applied.
- b. Input of SPC H generates a detailed hours inquiry that appears on the TCE.

651.3 Description. Exhibit 6-44 illustrates this report.

651.4 Distribution. This report is distributed as follows:

- Original: Pay location
- Second Copy: Data Collection Site
- Third Copy: As needed

651.5 Review and Analysis.

651.51 The timekeeper reviews the TCE upon receipt, determines what day is out-of-crossfoot, researches the EAR for that day or subsequent days to determine the corrective action, annotates the TCE with the reason and suggested corrective transactions, and gives the TCE to the supervisor for approval.

651.52 The supervisor reviews the TCE and initials each entry if in agreement and returns the TCE to the timekeeper for input.

651.6 Retention. This report is retained for 28 days.

652 Pay Period Time Certification Report (TCR)

652.1 Definition. The TCR confirms pay hours credits that PSDS transmitted to the payroll PDC. A separate TCR is printed for each week of the pay period.

- a. The TCR for week one will be transmitted to the DCS on DPP 13, and for week two on DPP 04.
- b. The week two TCR indicates which employee timecards were not transmitted to the payroll PDC until DPP 03 mini-split by printing an informational signal in the righthand columns indicating TRANS DPP 3.
- c. Payroll PSDS technicians and payroll adjustment personnel use the TCR as a reference for pay adjustments and inquiries.

652.2 Description. Exhibit 6-45 illustrates the body of this report. Exhibit 6-46 illustrates the Hours Analysis and Post Office Totals sections.

652.3 Distribution. This report is distributed as follows:

- Original: Pay location
- Second Copy: Accounting
- Third Copy: Data Collection Site

652.4 Review and Analysis

652.41 Timekeeper Review The timekeeper of each pay location must review this report for Forced-Overtime and Forced-LWOP.

652.42 Forced Overtime. Regular, part-time regular, and part-time flexible employees whose weekly crossfoot exceeds forty, are credited with overtime by the system in order to force their timecard record to crossfoot to forty. The following error signal is printed following their activity on the TCR:

OVERTIME (OT-53) INCLUDES XXXX FORCED OT HOURS

NOTE: The payment of this overtime is not intended as a final adjustment. Every instance of forced overtime must be researched to determine whether the overtime is properly credited. If not, a

Form 2243, *PSDS Hours Adjustment Record*, must be prepared and submitted to the payroll adjustment section.

652.43 Forced LWOP. Regular employees whose weekly crossfoot is less than 40 are credited with LWOP by the system in order to force their timecard record to crossfoot to forty. The following error signal is printed following their activity on the TCR:

***F/D-LWOP (FW + 60) INCLUDES XXXX FORCED
LWOP HOURS***

NOTE: The payment of this LWOP is not intended as a final adjustment. Every instance of forced LWOP must be researched to determine whether the LWOP is properly credited. If not, a Form 2243 must be prepared and submitted to the payroll adjustment section.

652.5 Retention. Retain this report for three accounting periods.

660 Microfiche

661 Definition

The PSDS PDC captures the clock ring history of each employee, each pay period, on magnetic tape. This magnetic tape is forwarded to the payroll PDC and is converted to a microfiche record which is mailed to each post office. This microfiche, and other documents that were not input into the system (such as unprocessed Forms 1260, 1261), constitute the pay history for each pay period. The microfiche provides an easy-to-research history while minimizing the file space required at the local office. It also minimizes the retention period requirements for reports.

662 Description

The clock ring microfiche consists of two segments:

- a. Daily and Weekly Hours History Segment. See Exhibit 6-47.
- b. Detailed Transactions Segment. See Exhibit 6-48.

663 Distribution

The payroll PDC mails the microfiche to the Controller/Director of Finance at each of the PSDS offices. The division Controller is responsible for controlling the access to this microfiche. Only those employees who have been assigned to research pay inquiries should have access to it.

664 Review and Analysis

664.1 Researching Pay Inquiries. When researching a pay inquiry, copy only data needed to validate or reject the claim. Obtain necessary data but avoid unnecessary copying.

664.2 Resolving Claims. The timekeeper and supervisor can resolve most claims by referring to PSDS printed reports and related administrative records.

664.3 Microfiche Research. When microfiche research is required to resolve a claim, complete Form 2243 to show the appropriate data as reflected by the microfiche record. Ordinarily, only calculated service credits by type need to be recorded. When specific clock rings are needed to validate or reject the claim, they are entered in the COMMENTS section.

664.4 Establishing Validity of Night Differential and Sunday Premium. Cases of night differential and Sunday premium usually require clock ring data to establish validity. A transcript of the clock rings may be written on the back of the Form 2243, or a picture of the clock rings may be attached.

664.5 Expediency of Reporting. Microfiche research should be completed promptly, and the completed forms should be forwarded or processed promptly.

665 Retention Period

Microfiche is retained indefinitely.

670 Management Reports

671 Overview

671.1 General Description. T&A based management reports are not time and attendance reports but are based on time and attendance information. These reports will only be as valid as the time and attendance information from which they are developed. If any EMR contains incorrect data, or if clock ring inputs are not made properly, these reports will reflect these conditions and their value will be reduced accordingly.

671.2 Types of Management Reports. Management reports discussed in this chapter are:

- a. The Carrier Report.
- b. The Summary of Hours Report.
- c. The Hours Use Analysis Report.

d. The Sick Leave and Leave Without Pay Usage Report.

e. The Transfer, Loan, and Training Hours Report.

f. The FLSA Non-Exempt Disallowed Time Report.

672 Carrier Report

672.1 Definition. The Carrier Report provides delivery services management with information for control of carrier routes and carrier route activity.

672.2 Description. See Exhibit 6-49 for an illustration of this report.

672.3 Distribution. This report is distributed as follows:

Original: Delivery Unit
Second Copy: Manager, Delivery and Collections
Third Copy: Data Collection Site

672.4 Review and Analysis. This report is reviewed for late leaving and returning, route shortages and overtime, carrier timecard analysis, delivery unit operations, and sequence error cases.

672.5 Retention. This report is retained at the delivery unit for one year, and at the DCS for one accounting period.

673 Summary of Hours

673.1 Description. The Summary of Hours Report lists all types of workhours paid and all transfer hours and training hours. Hours are listed by craft and designation/activity code. When applicable, hours are listed separately for full-time and part-time employees. The report shows hours and hundredths rounded to whole hours. Exhibit 6-50 illustrates the Summary of Hours Report.

673.2 Distribution. This report is distributed as follows:

Original: Installation Head
Second Copy: Director, Mail Processing
Third Copy: Director, Customer Services

673.3 Retention. The retention period is 28 days.

674 Sick Leave, LWOP, and Other Leave Usage Report

674.1 Description. This report is printed every pay period and lists all employees by pay location who used sick leave, LWOP, or other leave during the reporting pay period. The report provides a total for each leave type for each pay location. Exhibit 6-51 illustrates this report.

674.2 Distribution. This report is distributed as follows:

Original: Installation head
Second Copy: Pay location
Third Copy: Functional Director

674.3 Retention. The retention period for this report is 28 days.

675 Transfer, Loan, and Training Hours Report

675.1 Description. This report is printed each pay period. It is an automated Form 1236, showing all transfer, training, and loaned records generated during the pay period and transmitted to the PDC. TR Y5, Prior Pay Period TTL Adjustments, input during the pay period, are also listed. Exhibit 6-52 illustrates this report.

675.2 Distribution. This report is distributed as follows:

Original: Controller
Second Copy: Manager, Budget and Cost
Third Copy: Data Collection Site

675.3 Review and Analysis. The Controller or his designee reviews this report and compares it against the NWRS reports generated by the payroll PDC. Improbable and default transfers must be researched and corrected.

675.4 Retention. The retention period for this report is one accounting period.

676 Prior Pay Period Loaned Hours Adjustment -- Transaction Errors

676.1 Description. This report is printed when a TR Y5, prior pay period adjustment, was input and subsequently rejected because of one of the following error signals:

Error Signal	Description
INVALID D/A	From or To D/A not valid
INVALID LDC	From or To LDC not valid
INC D/A-LDC	From LDC is not consistent with the From D/A or To LDC is not consistent with the To D/A
INVALID HOURS	Work and Overtime equals 00000
INV FIN NUM	To Finance Number is less than 010001 or more than 57997
FIN NUM ERR	To finance # is the same as input finance number
INVALID P/P	Pay period is less than 01 or more than 27. PP 27 is only valid for 1992.
YEAR ERROR	Year is less than 79 or greater than current year
PP-YR ERROR	PP-YR is the same or greater than processing PP-YR
FIN NUM REQ	From D/A-LDC is the same as the To D/A-LDC and the finance number is 000000
DUPLICATE	Transaction is an exact duplicate of one already input
NO MATCH	Action code is 2 and there is no matching transaction on-line to be edited
TRAN TYPE	Transaction code is Y and the transaction type is not 5
ACTION CODE	Action code is not 1 or 2

Exhibit 6-53 illustrates this report.

676.2 Distribution. All copies remain in the DCS.

676.3 Review and Analysis. PSDS management reviews this report and takes corrective action.

676.4 Retention. The retention period for this report is 28 days.

677 Non-Processed Transfer, Training, and Loaned Records Report

677.1 Description. This report is printed when a transfer, training, or loaned record has not been completely coded or there is an inconsistent D/A-LDC combination generated. The two error conditions which cause this report and the resulting error signal are:

Error Signal	Description
CODING OMITTED	1) If an EMR has a transfer, training, or loaned record, and the D/A is 000 or the LDC is 00 2) If an EMR has a loaned record and the finance number is 000000
INC D/A-LDC	The D/A code is not consistent with the LDC

Exhibit 6-54 illustrates this report.

677.2 Distribution. All copies remain in the DCS.

677.3 Review and Analysis. PSDS management reviews this report and takes corrective action.

677.4 Retention. The retention period for this report is 28 days.

678 FLSA Non-Exempt Disallowed Time Report

678.1 Description. This report is printed every pay period. There are seven levels of reporting.

678.2 Report Levels

678.21 Pay Location Report. This report lists all employees in a pay location who had time disallowed during the pay period. The information provided includes the week and DPP the employee had time disallowed, the amount of time disallowed, the disallowance code used, and the total work and overtime hours transmitted to the payroll PDC. A pay location total is provided. Current pay period and year-to-date totals are provided. Exhibits 6-55 and 6-56 illustrate this report.

678.22 Tour Report. The tour report is generated for three tours. Tour I is pay locations 100-199; Tour II is pay locations 200-299; Tour III is pay locations 300-399. Each pay location within that tour is identified with the same current and year-to-date detail printed on the pay location report. A tour summary is provided.

678.23 Facility Report. The facility report is generated for each PSDS office. This report provides a tour summary for Tours I-III and consolidates all other pay locations in another summary. In addition, a facility summary is provided.

678.24 MSC Report. The MSC report is generated for MSCs that have more than one PSDS office. Each office within the MSC is summarized, and an MSC summary of offices is provided. If the MSC is the only PSDS office, no MSC report is printed.

678.25 Division Report. Each MSC within the division is summarized and a division summary is provided. If the division has only one MSC, no divisional summary is provided.

678.26 Regional Report. A regional report is generated for each region. The report covers MSCs and divisions and those facilities reporting directly to the region. The regional summary totals for all divisions within the region.

678.27 National Report. The national report is generated from the composite of the five region reports. This report consists of MSC summaries, division summaries, and regional summaries. In addition, a national summary segment totals for all five regions.

678.3 Distribution. This report is distributed as follows:

Original: Pay Location
Second Copy: FLSA Coordinator
Third Copy: Data Collection Site

678.4 Review and Analysis. This report is reviewed each pay period for questionable and excessive disallowances. This report is used during periodic and regular FLSA audits.

678.5 Retention. The retention period for this report is two years. Retain this report until the end of the next fiscal year.

680 PSDS Workhour Reports

681 PSDS National Workhour Reporting System

681.1 Definition. The PSDS workhour report is produced by the Wilkes-Barre PDC on a daily, weekly, and A/P frequency. Actual hours from the T&A master file are accumulated using LDCs in the PSDS Employee Master File. The report also

includes transfer, loan, and training hour information plus T&A adjustments/corrections entered prior to the cutoff for that report frequency.

681.2 Description. PSDS workhour reports display actual, planned, and SPLY hours plus a percent difference to PLAN for current and to-date periods for each LDC. LDCs are summed to functional totals. Overtime and training, by function, also appear on the report. Exhibit 6-57 illustrates this report. The columns show:

a. Actual Hours. Accumulated by LDC from workhours generated using the T&A system and the employee service day/week as a cutoff. The LDC in the employee master file is used for this purpose. Transfer, loan, and training hours are also included in the LDC totals. T&A corrections and adjustments entered after the weekly processing cutoff and before the A/P cutoff appear in the A/P to date for the week entered and are also included in the current period data of the A/P report. LDC totals are accumulated to function totals. Actual hours appear on the post office report, but are rounded to thousands on the division and region reports (i.e., 3.5 is actually 3500 hours).

b. Plan Hours. The authorized budget plan by LDC. Plans for the weekly report are input using MODS transaction A6, Planned Hours By LDC. See Handbook M-32, *Management Operating Data System for MOD I Offices*, section 432.5. Plan data for the A/P report is taken from the National Operating Plan Control System, the same plan used in the PDC payroll-based NWRS reports. Rounding procedures used in actual hours are applicable to plan hours. Plan hours are also summed to function totals.

c. SPLY. Same Period Last Year hours, are taken from the PDC files which include recast data. The same SPLY hours are used in the PDC payroll-based NWRS reports. Pay period LDC totals are divided in half to yield weekly data. SPLY hours are summed to function totals. Overtime hours are included in the LDC totals and also appear separately as non-add hours. Rounding procedures used in actual hours are applicable to SPLY.

d. % +/- PLN. Percent of actual hours to plan hours. A comparison of actual hours to plan hours for each LDC and function. Actual hours minus planned hours are divided by the planned hours and multiplied by 100. If the % difference is 9.9 or less, it is not rounded. Percents from 10.0 to 999.9 are rounded to the nearest percent (i.e., 29.8 = 30). Percents exceeding 999.9 are rounded to 999. The plus(+) sign indicates over plan and the minus(-) sign indicates under plan.

e. Category Description. Contains the nine functional category identifications used in PSDS offices, followed by their associated LDCs. Authorized categories and LDCs will appear even if hours are not present. Each function has a total line; overtime hours are included in the LDC totals and also appear separately as a non-add item. Training hours, by function, also appear and are added to the function total.

f. YEAR-TO-DATE, ACTUAL, PLAN, SPLY, % +/- PLAN. Accumulation of data from week 1 of A/P 01 through the period covered by the report. On A/P reports, the YTD actual hours are the PSDS current A/P actual hours plus the PDC YTD actual hours for the preceding A/P. YTD data for A/P 13 reports are actually fiscal year totals.

g. Subtotal. The sum of all functions minus LDCs 90-98 (Training).

h. Limited duty. The sum of all limited duty hours.

i. Rehabilitation. The sum of all rehabilitation hours.

j. Training. The sum of all training hours.

k. Total Hours. The sum of all LDCs including Limited Duty and Rehabilitation.

l. Total Overtime Hours. The sum of all overtime hours.

m. % Overtime/Workhours. A comparison of overtime hours to workhours. Arrived at by dividing total overtime hours by total hours.

681.3 Distribution. This report is distributed as follows:

Original: Director, Finance
Second Copy: Functional Director
Third Copy: Data Collection Site

681.4 Review and Analysis. This report is reviewed as required.

681.5 Retention. The retention of this report is as follows:

Daily reports: 1 A/P
Weekly 1 A/P
reports:
A/P reports: 1 fiscal year

682 Pay Location Hours Use Analysis

682.1 Definition. This report provides for an analysis of the relationship between total workhours used, total overtime used, and selected leave types.

682.2 Description. The report lists by pay location the total workhours used, the total regular and penalty overtime used, and the total leave used for selected leave types. In addition, it calculates the percentages of overtime and selected leave types to workhours. Exhibit 6-58 illustrates this report.

682.3 Distribution. This report is distributed as follows:

Original: Installation Head
Second Copy: As required
Third Copy: Data Collection Site

682.4 Retention. The retention period for this report is one fiscal year.

683 Overtime Reporting System (ORS)

683.1 Definition. The Overtime Reporting System produces the FLSA NON-EXEMPT OVERTIME REPORT. This report provides a detailed analysis of overtime use for pay location supervisors, tour supervisors, installation heads, and division, region, and national Headquarters.

683.2 Description

683.21 This is an optional report. It is printed each pay period on DPP 04 and formatted to require 132 column paper. An office may begin receiving this report by requesting it in writing from the Wilkes-Barre Postal Data Center. Exhibit 6-59 illustrates this report.

683.22 This report provides a detailed analysis by employee of overtime use for pay location supervisors and summarized data for all other levels of reporting.

683.3 Distribution. This report is distributed as follows:

Pay Location Report

- Original: Pay Location
- Second Copy: FLSA Coordinator
- Third Copy: Data Collection Site

Tour Report

- Original: Tour Supervisor
- Second Copy: FLSA Coordinator
- Third Copy: Data Collection Site

Installation Report

- Original: Installation Head
- Second Copy: FLSA Coordinator
- Third Copy: Data Collection Site

683.4 Retention. Retain this report for two fiscal years (until the end of the following fiscal year).

684 Workhour and Leave Analysis Report

684.1 Definition. The purpose of this report is to provide BMCs with an analysis of the relationship between workhours and overtime and selected

leave types by pay location and/or groups of pay locations.

684.2 Description. This report provides management with pay location totals for workhours, total overtime, and totals of selected leave types. It provides a percentage relationship between workhours and overtime, and between workhours and selected leave types. In addition, it provides totals for OOS/HS/NBRP, training hours, loan hours, forced-OT, forced-LWOP, and the Day 14 first pass timecard percentage. For an illustration of this report, see Exhibit 6-25.

684.3 Distribution. This report is distributed as follows:

- Original: Director, Finance
- Second Copy: Budget Officer
- Third Copy: Data Collection Site

684.4 Retention. Retain this report for two fiscal years (until the end of the next fiscal year).

Contents

Chapter 7--Adjustments

<p>710 Clock Ring Adjustments 315</p> <p>711 Overview</p> <p style="padding-left: 20px;">711.1 Introduction</p> <p style="padding-left: 40px;">711.11 Reports Generated by the PSD System</p> <p style="padding-left: 40px;">711.12 Entering Corrections into the PSD System</p> <p style="padding-left: 20px;">711.2 Error Conditions</p> <p style="padding-left: 40px;">711.21 Summary of Basic Error Conditions</p> <p style="padding-left: 40px;">711.22 Proper Sequence and Sequence Error</p> <p style="padding-left: 40px;">711.23 Omitted Rings</p> <p style="padding-left: 40px;">711.24 Redundant Rings</p> <p style="padding-left: 40px;">711.25 Move Ring</p> <p style="padding-left: 40px;">711.26 Purged Clock Rings</p> <p style="padding-left: 40px;">711.27 Carrier Operation/Route Errors</p> <p style="padding-left: 40px;">711.28 Duplicate Ring</p> <p style="padding-left: 20px;">711.3 Identification and Review</p> <p style="padding-left: 20px;">711.4 Ring Change</p> <p style="padding-left: 20px;">711.5 Transactor Settings</p> <p>712 Carrier Route Adjustments</p> <p style="padding-left: 20px;">712.1 Definition</p> <p style="padding-left: 20px;">712.2 Transactions</p> <p style="padding-left: 40px;">712.21 General Information</p> <p style="padding-left: 40px;">712.22 TR 42, Route Change After-The-Fact</p> <p style="padding-left: 40px;">712.23 TR 43, Carrier Route Correction</p> <p style="padding-left: 40px;">712.24 Purged Carrier Rings</p> <p style="padding-left: 40px;">712.25 Automatic Lunch Deduction</p> <p>713 Daily Clock Ring Adjustments (TR 5)</p> <p style="padding-left: 20px;">713.1 Definition</p> <p style="padding-left: 20px;">713.2 Transactor Settings</p> <p style="padding-left: 20px;">713.3 Action Codes</p> <p style="padding-left: 40px;">713.31 Inserts (TR 5X1)</p> <p style="padding-left: 40px;">713.32 Deletes (TR 5X2)</p> <p style="padding-left: 40px;">713.33 Changes (TR 5X3)</p> <p style="padding-left: 40px;">713.34 Last Ring Changes (TR 5X7)</p> <p style="padding-left: 20px;">713.4 Prior Pay Period Adjustments</p> <p style="padding-left: 20px;">713.5 Verification of Input</p> <p style="padding-left: 20px;">713.6 Supporting Forms</p> <p>714 Loaned Employee, TR 5L</p> <p style="padding-left: 20px;">714.1 Definition</p> <p style="padding-left: 20px;">714.2 Transactor Settings</p> <p style="padding-left: 20px;">714.3 Action Codes</p> <p style="padding-left: 20px;">714.4 Prior Pay Period Adjustments</p> <p style="padding-left: 20px;">714.5 Supporting Forms</p> <p style="padding-left: 40px;">714.51 Form 1723</p> <p style="padding-left: 40px;">714.52 Form 1262</p> <p style="padding-left: 20px;">714.6 Verification of Input</p>	<p>720 Total Hours Adjustment (TR 6) 319</p> <p>721 Overview</p> <p style="padding-left: 20px;">721.1 Definition</p> <p style="padding-left: 40px;">721.11 Basic Adjustments Using TR 6</p> <p style="padding-left: 40px;">721.12 Combination Adjustments Using TR 6</p> <p style="padding-left: 20px;">721.2 Adjustment Conditions</p> <p style="padding-left: 20px;">721.3 Prior Pay Period Adjustments</p> <p style="padding-left: 20px;">721.4 Authorizations and Supporting Forms</p> <p style="padding-left: 20px;">721.5 Transactor Settings</p> <p style="padding-left: 20px;">721.6 Verification of Input</p> <p>722 Time Disallowance</p> <p style="padding-left: 20px;">722.1 Definition</p> <p style="padding-left: 20px;">722.2 Form Used</p> <p style="padding-left: 20px;">722.3 Transactor Setting For Disallowing Time</p> <p>723 Transfer Record Adjustments</p> <p style="padding-left: 20px;">723.1 Definition</p> <p style="padding-left: 20px;">723.2 Adjustments To Transfer Records</p> <p style="padding-left: 40px;">723.21 Procedures</p> <p style="padding-left: 40px;">723.22 Normal Transfer Record Adjustments</p> <p style="padding-left: 40px;">723.23 Adjusting Records When Time is Disallowed</p> <p style="padding-left: 40px;">723.24 Carrier Street Time Adjustments</p> <p>724 Training Record Adjustments</p> <p style="padding-left: 20px;">724.1 Definition</p> <p style="padding-left: 20px;">724.2 Adjustment Conditions</p> <p style="padding-left: 20px;">724.3 Transactor Settings</p> <p>725 Loaned Record Adjustments</p> <p style="padding-left: 20px;">725.1 Definition</p> <p style="padding-left: 20px;">725.2 Adjustment Conditions</p> <p style="padding-left: 20px;">725.3 Transactor Settings</p> <p>730 Manual Payroll Adjustment 322</p> <p>731 Basic Manual Pay Adjustments</p> <p style="padding-left: 20px;">731.1 General</p> <p style="padding-left: 20px;">731.2 Supporting Documents Used for Adjustments</p> <p>732 Completing Forms 2243 and 2240</p> <p style="padding-left: 20px;">732.1 Form 2243</p> <p style="padding-left: 40px;">732.11 Completion Procedures by Employee</p> <p style="padding-left: 40px;">732.12 Completion Procedures by Timekeeper</p> <p style="padding-left: 40px;">732.13 Completion Procedures by the Supervisor</p> <p style="padding-left: 40px;">732.14 Completion Procedures by the Adjustment Clerk</p> <p style="padding-left: 20px;">732.2 Form 2240</p> <p style="padding-left: 40px;">732.21 General</p> <p style="padding-left: 40px;">732.22 Indicative Data</p>
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- 733 Pay Adjustments
 - 733.1 Definition
 - 733.2 Determining and Verifying the Amount of the Adjustment
 - 733.3 Completing the Pay or Leave Adjustment Request Form
- 734 Leave Adjustments
 - 734.1 Definition
 - 734.2 Determining and Verifying the Amount of the Adjustment
 - 734.3 Completing the Form 2240
- 735 Work Hour Adjustments
 - 735.1 Definition
 - 735.2 Determining and Verifying the Amount of the Adjustment
 - 735.3 Completing the Form 2240

- 736 Higher Level Adjustment
 - 736.1 Definition
 - 736.2 Determining and Verifying the Amount of the Adjustment
 - 736.3 Completing the Adjustment Request Form
- 737 Death Cases
 - 737.1 Notice to Postal Data Center
 - 737.2 Coordination with Postal Data Center

Table of Exhibits..... 331

Chapter 7 Adjustments

710 Clock Ring Adjustments

711 Overview

711.1 Introduction

711.11 Reports Generated by the PSD System. The PSD System calculates pay credits from employee clock rings. These clock rings must be entered in the proper sequence. Clock rings entered out of proper sequence cannot be calculated for elapsed time. The following reports are generated by the system:

a. Two-Hour Reports

- (1) Time and Attendance Clock Ring Errors
- (2) Time and Attendance Transaction Errors
- (3) Unidentified Transactions Error Report

b. Daily Reports

- (1) Time and Attendance Clock Ring Errors
- (2) Purged Clock Ring Report
- (3) Rejected Transaction Report

c. Pay Period Reports

- (1) Time and Attendance Clock Ring Errors (EVE)

711.12 Entering Corrections into the PSD System. Corrections entered during the current day are applied immediately. If corrections are not entered during the current day, out-of-sequence clock rings are not used to calculate workhour credits on T&A reports, but remain in an error file pending correction. (Out-of-sequence clock rings are used to calculate MODS reports; see Handbook M-32, *Management Operating Data System for MOD 1 Offices*, for further information.)

711.2 Error Conditions

711.21 Summary of Basic Error Conditions. All clock ring errors listed on error reports are corrected by use of TR 4, Carrier Route Adjustments, and/or TR 5, Daily Ring Adjustments. The following are basic clock ring error conditions:

- a. Out of proper sequence
- b. Omitted
- c. Redundant

d. Improperly preceded, separated, or followed by a move ring

e. Purged clock rings

f. Improperly input clock rings or operation numbers or aux/repl code, or a combination of these by carriers.

711.22 Proper Sequence and Sequence Error. A sequence error occurs when the employee's basic clock rings are not entered in the proper sequence; or when a basic clock ring is omitted, redundant, or improperly preceded, separated, or followed by a move ring. Basic rings must be in one of the following orders, by system time sequence:

- a. BT Begin Tour
 OL Out-To-Lunch
 IL In-From-Lunch
 ET End Tour

- b. BT Begin Tour
 ET End Tour

- c. BT Begin Tour
 ET End Tour
 BT Begin Tour
 ET End Tour

- d. BT Begin Tour
 OL Out-To-Lunch
 IL In-From-Lunch
 ET End Tour
 BT Begin Tour
 ET End Tour

- e. BT Begin Tour
 ET End Tour
 BT Begin Tour
 OL Out-To-Lunch
 IL In-From-Lunch
 ET End Tour

- f. BT Begin Tour
 OL Out-To-Lunch
 IL In-From-Lunch
 ET End Tour
 BT Begin Tour
 OL Out-To-Lunch
 IL In-From-Lunch
 ET End Tour

711.23 Omitted Rings

711.231 An omitted basic ring is any ring missing from any of the groups of rings in sections 711.221a-f above.

711.232 When a full-time employee omits lunch rings, such employee will not appear on the clock ring error report, but will appear on the EAR. If that employee worked more than 6.09 hours, the entry on the EAR will indicate "6 HOURS WORK, NO LUNCH". If less than 6.09 hours were worked, the employee would appear on the report with the amount of hours worked. In any event, the employee is to be compensated for all hours that were actually worked.

711.233 Omitted clock rings must be inserted. Use TR 5X1 to insert missing clock rings. TR 42 may be used to insert carrier move rings on current day two-hour clock ring error reports. See Exhibit 6-14 for an illustration of a correction for omitted clock rings.

711.24 Redundant Rings

711.241 Redundant rings are the same ring type but different transaction types or times, such as: a normal begin tour and an inserted begin tour, or two begin tours. Following are examples of redundant rings:

- a. BT 511 0700 722
BT * 31 0703 722
- b. OL 32 1200 150
OL *521 1200 150
- c. IL 531 1250 175
IL * 33 1251 175
- d. ET 35 1550 540
ET *551 1550 540

711.242 Redundant rings are deleted. Use TR 5X2 to delete clock rings. Whenever possible, retain the normal clock ring and delete the inserted clock ring. If the normal clock ring has an incorrect operation number, it can be corrected with a TR 5X3. See Exhibit 6-15 for an illustration of a deletion of a redundant ring.

711.25 Move Ring. A move ring is a ring made when an employee changes to another operation number and/or a route number. Move rings must fall between a BT and OL, or between an IL and ET. On a non-lunch tour, a move ring must fall

between a BT and ET. If a move ring falls outside these boundaries, a sequence error is generated. If a move ring is out-of-sequence, delete it with a TR 542. See Exhibit 6-16 for an illustration of a deletion of a move ring.

711.26 Purged Clock Rings. Purged clock rings are uncorrected sequence errors and carrier route errors that have been removed from the system. These rings are reported back to the originating office so that action can be taken, if necessary. The purging of current pay period rings begins on DPP 04 for all uncorrected clock ring errors (excluding NO LUNCH conditions for carriers), and stops on DPP 13. All rings that are uncorrected as of the DPP 14 cutoff are held until the DPP 03 minisplit. If these rings remain uncorrected at the DPP 03 mini-split, they are purged and printed on the Pay Period Purged Report. Clock rings appearing on this report cannot be re-input into the system. A Form 2243 must be completed to initiate a manual payroll adjustment and submitted to the payroll adjustment section. Exhibit 7-1 shows the purging schedule for uncorrected sequence errors.

711.27 Carrier Operation/Route Errors

711.271 Clock rings which are in sequence but which have discernable errors with the use of carrier operation numbers and the auxiliary/replacement code will be listed on the Clock Ring Error report and kept in the sequence error file. These errors will be identified with an asterisk at the point of error. Transaction 5 and transaction 43 will be used to correct these error conditions.

711.272 Several edits will be performed by the on-line system to test for the correctness of these rings:

a. If the transaction is a 41, 42, or 43 and the operation number is not 713-740, an error condition will be identified by printing an asterick on both sides of the operation number.

b. If the transaction is a 41, 42, or 43 and the auxiliary/replacement code is not zero or one, an error condition will be identified by printing an asterick on both sides of the auxiliary/replacement data.

c. If a carrier has a BT and an ET and the elapsed time is greater than 6.08 hours, the system checks for an OL (32 or 52) clock ring. If an OL clock ring is not present, and none of the clock rings contain an automatic lunch deduction operation number, the system identifies this error condition and prints it on the report, identifying the

error by printing a signal **"*LUNCH*"** on the ET line.

d. Each transaction 41, 42, and 43 identifies a route with a particular operation number pair. If an employee makes the following ring,

TR	TIME	AUX/REPL	OPERATION	ROUTE
41	0700	1	722	10099

route 10099 has been identified with the operation number pair 722/721. The system will perform edits on all transaction 41, 42, and 43 to ensure consistency in the identification of operation numbers and routes. If any subsequent transaction 41, 42, or 43 attempts to identify a route with either of a pair of operation numbers other than those with which it was first identified, the on-line system will report this as an error, identifying the error by printing an asterick on both sides of the operation number.

711.273 This condition is illustrated in the following example:

TR	TIME	AUX/REPL	OPERATION	ROUTE
31	0700		722	
41	0700	1	722	10099
34	1000		721	
34	1300		722	
41	1325	0	*720*	10099

The move at 0700 identifies route 10099 with the operation number pair 722/721. The move at 1325 attempts to identify the same route with the operation number pair 719/720. The error is indicated with astericks around the operation number.

711.28 Duplicate Ring. A ring that is the same ring type, the same transaction type, made at the same time, to the same operation number, on the same input device and by the same person as another ring, is a duplicate ring. Duplicate rings are ignored by the system.

711.3 Identification and Review. The system aids in the review of clock ring errors by printing an asterick next to the ring that has an invalid relationship with the preceding ring, or by the operation number of a carrier route error.

711.4 Ring Change. If any ring type was inadvertently entered instead of another ring, a TR 5X3 is used to change it to the correct ring type. A TR 5X3 can be used to change the ring type and/or operation number.

711.5 Transactor Settings. See Exhibits 7-2, 7-3, 7-4, and 7-5 for transactor screen settings for transactions 42, 43, 5, and 5L.

712 Carrier Route Adjustments

712.1 Definition. Carrier route and/or clock ring errors occur when:

a. Employees who use carrier operation numbers fail to or are unable to make a move-to-the-street clock ring.

b. Employees who are already on a carrier operation number make a redundant ring to the same operation number.

c. Employees move to a different route and do not properly identify the route, and/or the auxiliary/replacement code, and/or the operation number.

712.2 Transactions

712.21 General Information. Transactions 41 and 42 are required to identify a route with a carrier, usually immediately following the carrier's begin tour clock ring. Once this route has been identified, use of these transactions is not required to record moves to the office or street for the remainder of the carrier's continuous time on that route, for a particular day. Instead, these rings can be input using normal ring moves (TR 34). Additional input of TR 41 or 42 is required whenever a carrier changes routes during the same day. TR 43 is used to change a previously entered TR 41 or 42.

712.22 TR 42, Route Change After-The-Fact

712.221 This transaction is used to record a move to a route when no Employee Badge Reader is available to the employee because the employee is on-the-street, in a different location, or the EBR is not functioning.

712.222 This transaction identifies the route the employee is working, the time the employee moved to that route, and whether the time on that route is to be recorded as auxiliary or replacement time.

712.223 TR 42 can be input between the hours of 0001-2399 of the current day and for the current day only. There is no provision in this transaction to identify the day of the pay period; therefore, this transaction can apply to the current day only.

712.224 TR 42 differs from TR 41 in that the system automatically applies the current time of day to the 41 transaction, whereas the time of day

for the 42 transaction must be entered in the CLOCK RING TIME field of the transaction.

712.225 Exhibit 7-2 illustrates the transactor screen format of the TR 42 transaction.

712.23 TR 43, Carrier Route Correction

712.231 This transaction is used to change a previously entered transaction 41 or 42. This transaction can change the aux/replacement code, the operation number, the route number, or any combination of these.

712.232 This transaction must match a previous TR 41 or 42 on time for a given employee ID number. This transaction will only match on time, the DPP not being available. This transaction will search through the on-line transaction file for a given employee and attempt to find a previous TR 41 or 42 with the same CLOCK RING TIME. If a match is found, the matching transaction will be changed to agree with the TR 43. This matching transaction may be a current day transaction or a prior day transaction. The criteria are that the matching transaction must be on-line and have the same time as the TR 43.

712.233 Exhibit 7-3 illustrates the transactor screen format of a transaction 43.

712.24 Purged Carrier Rings. Uncorrected carrier rings will be purged after three days except when employees who use carrier operation numbers and who fail to or are unable to make a move-to-the-street will not purge after three days. The time for these employees will be passed to the off-line system after three days and calculated.

712.25 Automatic Lunch Deduction

712.251 The presence of a move-to-the-street on certain operation numbers (713, 717, 719, 721, 727, 729, 733, or 737) governs the automatic 30-minute lunch deduction, provided that the employee has been on-the-clock more than 6.08 hours. Normal or inserted lunch rings take precedence over the automatic deduction.

712.252 If a carrier works more than 6.08 hours without a lunch break, the carrier's total workhours will have to be corrected using a TR 6XXX. If the employee works 6.08 or less and does take a lunch period, then normal or inserted lunch rings must be input. If lunch rings are not input, the employee's total workhours will have to be disallowed with a TR 6XXX XXXX 93.

713 Daily Clock Ring Adjustments (TR 5)

713.1 Definition. Transaction 5 is used to:

- a. Change or delete a previously input transaction 3 or transaction 5.
- b. Insert an omitted transaction 3 or 5.
- c. Delete a previously entered transaction 4.

713.2 Transactor Settings. See Exhibit 7-4 for transactor screen settings for transaction 5.

713.3 Action Codes

713.31 Inserts (TR 5X1). Any clock ring type can be inserted for a prior day, or for a current day up to 12 hours in advance of the current time.

713.32 Deletes (TR 5X2). Any clock ring can be deleted, provided it is still on-line and the delete transaction matches it on RING TYPE, TIME and OPERATION NUMBER.

713.33 Changes (TR 5X3). The RING TYPE and the OPERATION NUMBER of any TR 3 or TR 5 can be changed, provided it is still on-line and the change transaction matches it on TIME. TR 5x3 can also be used to change the operation number of a TR 41 or 42.

713.34 Last Ring Changes (TR 5X7). The RING TYPE and the OPERATION NUMBER of the last clock ring entered for a specific employee can be changed, provided it is still on-line. This transaction changes the most recent TR 3 or TR 5 transaction for a particular employee. The employee entering the TR 5X7 should be confident that the most recent clock ring is known. This transaction should be verified with a Transaction 81, Attendance Inquiry By Employee ID.

713.4 Prior Pay Period Adjustments. Prior pay period Transaction Code 5 daily ring adjustments are exactly the same as the current pay period adjustments, except:

- a. The transaction screen must be toggled to the prior pay period mode, and
- b. Prior pay period TR 5 adjustments are only valid after day 14 cutoff and before day 03 mini-split cutoff of the current pay period, for days 08-14 of the prior pay period (see Exhibit 1-18).

713.5 Verification of Input. These rings are basic clock rings and do not need verification.

713.6 Supporting Forms

713.61 Form 1260, *Non-Transactor Card* (Exhibit 1-6), and Form 1261, *Non-Transactor Report* (Exhibit 1-7) are the supporting forms for Transaction 5, Daily Ring Adjustment. However, supporting forms are not necessary when clock ring errors are corrected from the clock ring error reports as prescribed in Chapter 6, Reports.

713.62 Move rings may be input by supervisors for their employees where circumstances make such procedure advantageous for accuracy or better use of employee time and effort. Supporting documentation is not required. However, supervisors must use their own logon ID when making such rings.

714 Loaned Employee, TR 5L

714.1 Definition

714.11 TR 5L is used to record the clock rings for employees who are on loan to another facility.

714.12 Loaned hours are time worked at a postal facility other than the employee's official duty station. With the exception of installation heads, the employee's official duty station is normally the facility which keeps the employee's Official Personnel Folder (OPF). Loaned hours do not include work at stations or branches within the same finance number.

714.2 Transactor Settings. Exhibit 7-5 illustrates the transactor screen settings for TR 5L.

714.3 Action Codes. The same action codes that apply to TR 5, Daily Ring Adjustments, apply to TR 5L.

714.4 Prior Pay Period Adjustments. Prior pay period Transaction Code 5L daily ring adjustments are exactly the same as the current pay period adjustments, except:

- a. The transaction screen must be toggled to the prior pay period mode, and
- b. Prior pay period TR 5 adjustments are only valid after day 14 cutoff and before day 03 mini-split cutoff of the current pay period, for days 08-14 of the prior pay period.

714.5 Supporting Forms

714.51 Form 1723. Whenever an employee is temporarily assigned to a facility other than his official duty station (or to another government

agency), a Form 1723, *Assignment Order*, must be prepared in duplicate by the employee's supervisor directing the employee to perform the duties of the assigned position. See Chapter 4.

714.52 Form 1262. In addition, a Form 1262, *PSDS Loaned Employee Non-Transactor Card*, for input of the loaned hours into the PSD System, is prepared by the borrowing office.

714.6 Verification of Input. No verification of input is required. The amount of loaned hours must be verified on the EAR.

720 Total Hours Adjustment (TR 6)

721 Overview

721.1 Definition

721.11 Basic Adjustments Using TR 6. Transaction Code 6, Total Hours Adjustment, is used to adjust calculated work, leave, and premium hours. Transaction 6 is used to adjust hours in the base level, higher level, transfer, training and loaned records. On-line deletes of previously entered TR 6s can also be made with this transaction.

721.12 Combination Adjustments Using TR 6. Transaction Code 6, Total Hours Adjustment Code, can also be used to make adjustments to a combination of pay credits. A combination adjustment is used when work and other type hours are to be adjusted. By the use of Transaction 6, the following combinations can be input by a single transaction:

- a. Work and OT on scheduled day
- b. Work and OT on scheduled day-off
- c. Work and Sunday premium
- d. Work and night differential

721.2 Adjustment Conditions. The following conditions may justify use of the TR 6 code:

- a. Any computed work hour credits and/or other type hour credits that need adjusting can be adjusted by use of the TR 6 code. When a TR 6 is used to adjust hours, such hours will replace previously calculated clock rings or previously entered TR 6 adjustments.
- b. TR 6s with hours types 90, 91, 92, 93, and 94 will be rejected if there are no prior workhours in the base and/or higher level records for that day of the pay period.

c. TR 6 is used to adjust hours for pay and leave purposes only; it does not adjust hours recorded against MODS operation numbers or daily carrier route reports. The adjustments will be reflected in the Summary of Hours reports.

d. The DPP for the service day of the pay period to which the adjustment applies is used.

e. Transfer, Training, and Loaned records only apply to work and overtime hours. Hours types 80, 90, 91, and 92 only are applicable when adjusting TTL hours. Regular overtime and penalty overtime are combined in the column R/OT of the EAR for TTL records.

f. Adjustments to hours in base and higher level records do not simultaneously adjust the hours in TTL records. Separate adjustments must be input for these records. However, there is one condition which will cause the system to automatically adjust a transfer record. For example,

g. If an employee has 8:15 hours of base service credits, all of which are transfer hours, on TR 6, disallowing the 15 units in the base record is the only transaction required. The TTL edit routing will automatically reduce the transfer hours to 8.

h. When workhour adjustments alone are input, night differential, overtime, and Sunday premium hours, if any, will not be automatically calculated. These hours types must be manually re-calculated and adjusted with the appropriate TR 6.

i. The system recalculates part-time flexible schedule employee's daily or weekly overtime hours when TR 6 work or leave adjustments are entered.

j. When TR 5, Daily Ring Adjustments, or TR 2L, Leave Authorizations, are entered for a prior day, after hours have been previously calculated, the off-line system will zero out all hours fields for that prior DPP in the base and/or higher level records and apply the latest transactions. This will not occur if the TR 2L is for holiday leave, or is for less than eight hours.

721.3 Prior Pay Period Adjustments. Prior pay period TR 6 adjustments are the same as current pay period adjustments except:

a. The transactor screen must be toggled to the prior pay period mode, and

b. Prior pay period adjustments can be entered for week two of the pay period only, and only after the DPP 14 cutoff and before the DPP 03 mini-split. Prior pay period transactions entered outside this time frame will be rejected.

721.4 Authorizations and Supporting Forms

721.41 When employees other than the pay location supervisor input TR 6s, they must have a certified Form 1260/1261 or the proper authorization from the supervisor on the report being corrected.

721.42 The supervisor or designated employee signs the Form 1260/1261 or the report which, in effect, certifies the accuracy and correctness of the time and attendance transactions shown. Where the transactions entered on the form 1260/1261 are for a supervisor, such supervisor may certify the accuracy and correctness of the entries by signing his name in the Signature of Supervisor space. The completed forms are dispatched promptly to the DCS (or nearest transactor location designated for this purpose) so that transactions can be entered during the current day.

721.5 Transactor Settings. See Exhibit 7-6 for an illustration of transactor screen settings.

721.6 Verification of Input. The day of the pay period being adjusted will appear on the EAR for the day on which the adjustment was entered. The new and the prior pay credits will be listed. All TR 6s should be verified.

722 Time Disallowance

722.1 Definition

722.11 A supervisor may disallow time for an employee if the supervisor has a factual basis for such an action. A supervisor must observe or have reason to know that the employee was not working during the period of time disallowed.

722.12 Only time directly related to the four daily critical clock rings (BT,OL,IL,ET) which is in excess of the scheduled tour may be disallowed, provided that the supervisor observed or has reason to know that the employee was not working.

722.2 Form Used

722.21 The supervisor disallowing time must use a Form 1017-A, *Time Disallowance Record*, to document the factual basis for his knowledge or his reason to know that the employee was not working.

722.22 Form 1017-A serves as a permanent and cumulative record of disallowed time. Managers must establish a Form 1017-A by completing the name and employee ID blocks whenever a nonexempt employee is disallowed time. Since the

completed forms are cumulative, they should be placed in a notebook binder in employee ID order by pay location or work section and secured from unauthorized access.

722.23 At the end of each calendar year, new forms will be established for each employee, as required. The inactive forms will be batched by year and retained for two years.

722.3 Transactor Setting For Disallowing Time. See Exhibit 7-7 for adjustments using TR 6. See Appendix 1 for disallowance codes.

723 Transfer Record Adjustments

723.1 Definition

723.11 Transfer records are identified as record type 3. Within record type 3 there may be up to 15 individual transfer records identified by serial numbers 01-15. See part 422 for a detailed definition of transfer records.

723.12 A transfer hour is any period of time that is charged to a D/A code and/or LDC within a facility, which is different from the employee's established D/A, LDC, or both. See also section 422.1.

723.13 Transfer hours are generated from employee clock rings on MOD system operation numbers or, in the case of a BMC, work center numbers. Employees must record their time in the operation in which they are working. The use of an incorrect operation number may cause an erroneous transfer record to be established.

723.14 Transfer records are identified by a two-digit serial number which is assigned automatically by the system. Up to fifteen transfer records per employee per pay period may be established.

723.2 Adjustments To Transfer Records

723.21 Procedures. Two separate procedures adjust transfer records: normal transfer record adjustments, and carrier street time adjustments.

723.22 Normal Transfer Record Adjustments. Transfer records, identified by serial number, may be adjusted by the DPP created, or by pay period. To adjust by DPP, identify the day in the DPP field and the serial number in the SER/DIS fields. Adjustments by pay period can only be made when deleting the entire transfer record, identified by serial number. To adjust by pay period, set the

HOURS TYPE field to "00" and identify the serial number to be deleted in the SER/DIS fields. See Exhibit 7-8 for transactor settings.

723.23 Adjusting Records When Time is Disallowed. If the base or higher level records are adjusted downward (time was disallowed), the system automatically adjusts transfer records to be consistent with the adjusted hours in the other records. However, the "arbitrary" system adjustment will be applied to the transfer record with the lower serial number, to the extent that the number of hours reduced in the base and/or higher level records do not exceed those in that transfer record, and then continue to the next serial number record.

723.24 Carrier Street Time Adjustments

723.241 These transfer record adjustments are only used when a carrier whose base LDC is 21 generates a transfer record to LDC 22. When an adjustment to these transfer records is required, a special TR 6 is used which either increases or decreases the total street time for a given day.

723.242 To adjust these hours, identify the day to be adjusted in the DPP field. To signify an add transaction, place a "14" in the SER/DIS fields. To signify a subtract transaction, place a "15" in the SER/DIS fields. For example:

To increase the hours, enter the following:

TR	HOURS TYPE	RECORD CODE	SERVICE CREDIT	SER/DIS	DIS	SER DPP
6	"	3	XX.XX	1	4	XX

To decrease the hours, enter the following:

TR	HOURS TYPE	RECORD CODE	SERVICE CREDIT	SER/DIS	DIS	SER DPP
6	"	3	XX.XX	1	5	XX

(" = Hours types 80, 81, 90, 91, or 92 only).

723.243 As a further example, if a carrier with a base LDC 21 inadvertently inputs a "begin tour" on the street operation and fails to make a "move" to the street where 4 hours should have been recorded in LDC 21 but were not, the hours transferred to LDC 22 would be adjusted by the following transaction:

TR	HOURS TYPE	RECORD CODE	SERVICE CREDIT	SER/DIS	DIS	SER DPP
6	90	3	04.00	1	5	XX

723.244 The system will decrease the total hours in LDC 22 by 4.00 hours. A message will appear on the EAR the following day stating that the transfer hours for LDC 22 were decreased by 0400. (LDC 21 is automatically adjusted).

723.245 The serial numbers 14 and 15 identify an increase or decrease of transfer hours to LDC 22, for carriers with LDC 21 only. For all other employees, including carriers with an LDC other than 21, serial numbers 14 and 15 will merely identify other normal transfer records.

723.246 Carrier street time transfer record adjustments are the only exception to the general rule that the amount entered in the SERVICE CREDIT field overlays the previous amount. In the case of carrier street time transfer record adjustments, the amounts in this field add to, or subtract from, the previous amounts. See also section 422.3.

724 Training Record Adjustments

724.1 Definition. Training records are identified as record type 4. Within this record type there can be eight individual records identified by serial numbers 01-08. For a detailed explanation of training hours, see part 424.

724.2 Adjustment Conditions

724.21 Training records, identified by serial number, may be adjusted by the DPP created, or by pay period. To adjust by DPP, identify the day in the DPP field and the serial number in the SER/DIS fields. Adjustments by pay period can only be made when deleting the entire training record, identified by serial number. To adjust by pay period, set the HOURS TYPE field to "00" and identify the serial number to be deleted in the SER/DIS fields.

724.22 Only HOURS TYPES 80, 81, 90, and 91 are valid when adjusting training records.

724.3 Transactor Settings. See Exhibit 7-9.

725 Loaned Record Adjustments

725.1 Definition. Loaned records are identified as record type 5. Within this record type there can be 20 individual records identified by serial numbers 01-20. For a detailed explanation of loaned hours, see part 423.

725.2 Adjustment Conditions. Loaned records, identified by serial number, may be adjusted by the DPP created, or by pay period. To adjust by DPP, identify the day in the DPP field and the serial number in the SER/DIS fields. Adjustments by pay period can only be made when deleting the entire loaned record, identified by serial number. To adjust by pay period, set the HOURS TYPE field to "00" and identify the serial number to be deleted in the SER/DIS fields.

725.3 Transactor Settings. See Exhibit 7-10.

730 Manual Payroll Adjustment

731 Basic Manual Pay Adjustments

731.1 General

731.11 When it appears necessary to make a manual pay or leave adjustment, either as a result of a request by the employee or from some condition found by the installation, timekeepers are responsible for making a preliminary review to determine the reason for the adjustment. The review should include:

a. A review of the Pay Period Time Certification Report for the week in question, and related timekeeping documents for errors or omissions.

b. A comparison of the hours on the employee's *Earnings Statement* or the Payroll Register with related information on the Pay Period Time Certification Report, for the applicable week or weeks.

c. A determination whether the adjustment is related to a document processed outside of the timekeeping system, such as a personnel action, health benefits, union dues, savings bonds, or other similar forms.

d. A determination that sufficient time has elapsed for the PDC to process an action that affects pay or leave.

731.12 If the preliminary review indicates no adjustment is necessary, inform the employee without referring the matter to the PDC or initiating the adjustment procedure.

731.13 Employees requesting adjustments should be encouraged to bring their earnings statements with them when they speak to the timekeeper. The earnings statement will allow the timekeeper to investigate the adjustment request with less administrative effort.

14 In most cases, the sequence of events in obtaining an adjustment is as follows:

a. The employee identifies the potential error and notifies the appropriate timekeeper by initiating a Form 2243, *PSDS Hours Adjustment Record* (Exhibit 1-11).

b. The timekeeper will research the problem and, if necessary, complete the Form 2243. The Form 2243 must be passed to the adjustment clerk for review and final determination if the adjustment is necessary.

731.15 When an adjustment is found to be necessary, the adjustment clerk must complete the adjustment clerk portion of the Form 2243 and prepare a Form 2240, *Pay, Leave, or Other Hours Adjustment Request* (Exhibit 1-10), for dispatch to the Distributed Data Entry/Distributed Reporting (DDE/DR) site or PDC as designated.

731.16 When no adjustment is necessary, the adjustment clerk should annotate the Form 2243 NO ADJUSTMENT NECESSARY and return it to the timekeeper.

731.2 Supporting Documents Used for Adjustments

731.21 Form 1223-A, *Earnings Statement*, is attached to every employee's paycheck. This record lists the employee's detailed earnings for each week of the pay period. All deductions are listed for the current period and year-to-date totals. The employee's leave status, any bond data, if applicable, and total retirement contribution are listed. Exhibit 7-11 is an example of a Form 1223-A.

731.22 The Pay Period Time Certification Report (TCR) is described in subchapter 650. The timekeeper will use this report to research the service credits transmitted to the payroll PDC by the PSDS PDC.

731.23 Form 2243, *PSDS Hours Adjustment Record*, is used for gathering data on all adjustments. The employee initiates his claim by using this form, and the timekeeper and supervisor document all information pertaining to his claim. This form is kept on file as a record when an adjustment is actually effected. Part 732 discusses this form in depth with examples.

731.24 The Payroll Register is used by the adjustment clerk to research hours paid and corrected leave cases. The adjustment clerk annotates the appropriate information on Form

2243. Exhibit 7-12 is an example of the Payroll Register that is mailed by the payroll PDC to the accounting office after each payday.

731.25 The Microfiche History Record is described in subchapter 660. All the activity for every employee that was processed in the PSDS system is listed. The adjustment clerk uses this to verify the employee's claim, where applicable, before it is certified and effected.

731.26 Form 2240, *Pay, Leave, or Other Hours Adjustment Request*, is used by the adjustment clerk to convey adjustments to the PDC. Part 732 discusses this form in depth with examples.

732 Completing Forms 2243 and 2240

732.1 Form 2243

732.11 Completion Procedures by Employee

732.111 When an employee believes that there is an error in his pay, he should inform his immediate supervisor. If the problem cannot be solved by the supervisor, the employee should initiate a Form 2243, *PSDS Hours Adjustment Record*.

732.112 The top part of this form should be completed by the employee.

a. The employee should print his last name, first name, middle initial, employee id number, designation/activity code, level, pay location, identify the week in error, and the pay period and year.

b. The employee should state the claim briefly by identifying the problem. The employee should be assisted by his supervisor and/or timekeeper to determine the problem. If an employee is missing eight hours of pay, he should complete this section with the statement: "Missing 8 hours of pay." The employee should sign and date the adjustment.

732.12 Completion Procedures by Timekeeper

732.121 The next section of Form 2243 should be completed by the timekeeper. The hours that were sent to the payroll PDC by the PSDS PDC should be transcribed to the form from the Pay Period Time Certification for the applicable week.

a. Some of the blocks have been identified, such as: WORK+, ND, AL+, SL+, OT-, SUN, HOL, WOP+, GT, GOT, OOS, and TVL. The pluses (+) and minuses (-) indicate how each type of hour is calculated in the crossfoot. Those without signs are not calculated in the crossfoot.

b. The unidentified blocks should be used to identify the varied hours and leave types that may occur. If an employee had taken blood donor leave, this would be printed in a blank box BLD+.

732.122 The next line should be annotated to reflect leave that was converted due to an overdrawn status or less than seven pay periods in the Postal Service, or overtime that was forced and paid. To determine if any hours were converted, the Payroll Register must be consulted. The conversion sequence is as follows:

a. *Overdrawn Sick Leave.* Overdrawn sick leave will be converted to annual leave.

b. *Insufficient Leave Balance.* If the annual leave balance is insufficient, the sick leave will be converted to leave without pay. The Pay Period Time Certification will reflect hours that were forced. Two types of hours can be forced: overtime and leave without pay.

c. *Forced Overtime.* Overtime hours that have been forced are service credits that had not been given an overtime authorization. The system will pay the employee for these credits without the authorization. These hours must be researched each pay period by PSDS management or designee to ascertain if these hours should be paid, and to determine the reason an authorization was not entered.

d. *Forced LWOP.* PSDS management is also responsible for determining those employees who have had LWOP forced into their records for crossfooting purposes. PSDS management must determine if the LWOP is the correct entry and the reason why it was forced instead of being authorized through normal procedures. PSDS management annotates on the Pay Period Time Certification the action taken or the reason these hours were forced.

732.123 The next section should be used when there is a conflict in the hours paid. For example, if an employee was paid 32 hours, and 8 hours of LWOP was forced into his record, this would be listed as shown in Exhibit 7-13. To determine what day is missing, the timekeeper should consult the Time Certification Exceptions Report (TCE). The TCE will reflect what days are not in crossfoot and the action that was taken to correct them. This should be reviewed to see if the proper action was taken or if the action taken was not applied and, therefore, the LWOP was forced into the employee's record.

732.124 If the employee was entitled to an additional eight hours of pay, it should be marked in the appropriate box: "Hours Certified by Supervisor," "Leave Entries Certified by Timekeeper," or "Adjustments Certified by PSD Tech." To continue the example, the employee was missing eight hours of work on Friday of week 2. The Time Certification Exception Report (TCE) reflected that day 14 of the pay period was missing. The corrective action taken was an end tour inserted with the wrong day badge and, therefore, was not applied. This is a timekeeper error. The timekeeper would enter eight hours on day 14 in the work column and annotate week 2 in the appropriate box above the day column.

732.125 The timekeeper would then write the cause of the adjustment in the explanation box. Using this same example, the timekeeper would write "Timekeeper error, adjustment attempted with the wrong day authorizer badge and not followed up."

732.126 The timekeeper would then write the necessary adjustment to correct the employee's pay in the comments box. Continuing with the example, the timekeeper would write "Pay employee 8 hours at 100%."

732.127 The timekeeper would then pass the Form 2243 to the employee's supervisor for his review, signature, and date.

732.13 Completion Procedures by the Supervisor. The supervisor is responsible for his employee's pay, so he must review each form carefully, sign and date this form and then pass it to the adjustment clerk.

732.14 Completion Procedures by the Adjustment Clerk

732.141 After the supervisor has signed the form, it should be passed to the adjustment clerk. The adjustment clerk will review the form to determine if it is completed properly. If the form is not completed properly, the adjustment clerk should make an effort to obtain the information needed over the telephone. If this cannot be done, return the form to the supervisor, noting the areas that need completion or revision. If the form is completed properly, the adjustment clerk would then verify that the employee did work on the day in question by reviewing the microfiche.

732.142 In the example stated, the employee actually worked but missed an end tour clock ring. All of the employee's clock rings, including the

attempted adjustment, will be listed on the microfiche. The adjustment clerk can verify, by looking at the microfiche, that the employee actually worked on the day in question. The employee did not have an end tour ring, but there is an extraneous end tour ring for another day on the microfiche. The adjustment clerk would write eight hours in the appropriate block in the work column next to day 14 in the section titled "Hours Properly Supported by Clock Ring History Records." See Exhibit 7-13 for a completed Form 2243.

732.143 If it is determined that a pay adjustment is necessary, the adjustment clerk must use the Form 2243 to prepare Form 2240, *Pay, Leave, or Other Hours Adjustment Request*.

732.2 Form 2240

732.21 General

732.211 A Form 2240 is used to convey pay adjustment information, gathered on Form 2243, to the PDC. This information is put on a two-part Form 2240 that must be certified by the accounting officer or the Director of Finance/Controller. The original copies are entered into the DDE/DR system or sent to the PDC covered by a transmittal letter indicating the number submitted, on a daily basis. The second copy should be retained with the Form 2243 as a record that an adjustment request was made. These forms should be retained in a pending file waiting for the return of the original Form 2240, which was processed by the PDC.

732.212 When Form 2240 is processed by the PDC, the original copy is returned to the home office, and should be filed along with the Form 2243, taken from the pending file, in employee ID number sequence, by pay period (or by calendar years in post offices where volume does not justify filing by pay periods) to which they apply, as documentation for reviews by postal systems examiners, inspectors, and auditors. The duplicate copy of the Form 2240 should be discarded (the employee will note the adjustment on the earnings statement). A previously filed Form 2240 for the same employee for the same pay period and week, if any, must be compared with the Form 2240 being filed to ensure that a duplicate adjustment has not been paid. If the same error has been adjusted twice, a reversal of the duplicate adjustment must be processed by executing another Form 2240.

732.22 Indicative Data

732.221 The PDC must have certain indicative data for each adjustment to enable the PDC to match the adjustment with the original record. Exhibit 7-14 shows a Form 2240, *Pay, Leave, or Other Hours Adjustment Request*, with the indicative data (blocks 1 through 9) that must be completed for all adjustments.

732.222 Parts 733-737 describe in detail how to complete Form 2240 for the various types of pay, leave, and hours adjustments.

733 Pay Adjustments

733.1 Definition. A "pay" adjustment is one which is necessary because of a document processed outside of the timekeeping system (such as a Form 50, savings and deduction authorization, etc.).

733.2 Determining and Verifying the Amount of the Adjustment

733.21 The method used to determine and verify the amount of an adjustment in the case of a "pay" adjustment depends on what item is in question. If, for example, the employee states that the amount withheld for savings bond purchases is in excess of that authorized, then the adjustment clerk will request the DDE/DR site or PDC, as designated, to refer to the appropriate savings bond deduction authorization form. If the employee states that his health benefit deduction is not high enough, then the adjustment clerk will need to refer to the appropriate health benefit deduction form to verify the code and to determine that the correct rate is charged. It would be helpful at the DDE/DR site or PDC for applicable supporting documents to be submitted with Form 2240, provided they can be obtained from the personnel office.

733.22 The timekeeper or adjustment clerk should establish that the required document was properly prepared and submitted to the PDC. If the form was not prepared, then action should be initiated to prepare one and send it to the DDE/DR site or PDC.

733.3 Completing the Pay or Leave Adjustment Request Form

733.31 In the case of a "pay" adjustment, all that will be necessary is that the adjustment clerk or timekeeper enter the necessary identifying information on Form 2240 and note in the remarks

section the day on which the deduction authorization form was originally submitted to the DDE/DR site or PDC.

733.32 Form 2240 is not to be considered complete, nor will it be processed by the DDE/DR site or PDC if it has not been signed by the adjustment clerk, and the accounting officer or director of finance.

733.33 The proposed "pay" adjustment is to be discussed in the "Remarks" section of Form 2240. The adjustment clerk is to include information regarding what happened and what should have happened on the employee's pay record.

733.34 Exhibit 7-15 is an example of a properly completed Form 2240 for a "pay" adjustment.

734 Leave Adjustments

734.1 Definition

734.11 "Leave" adjustments are necessary to correct errors or omissions made as a result of incorrect, or incomplete input.

734.12 There may be cases when a "leave" adjustment must be made together with another type of adjustment, such as a work hours adjustment. In those cases where there is more than one adjustment to an employee's record, it will be necessary to refer to the appropriate section(s) of this chapter.

734.13 The following "leave" categories can be adjusted by using Form 2240 (Codes 77, 78, 79, 80, 81, 84, 85, 86, 89, must be written in the blank boxes on the 2240):

Leave Category	PSDS Code No.	2240 Code No.
Annual Leave	01	55
Sick Leave	02	56
Holiday Leave	11	58
Part Day Without Pay	23	59
Full Day Without Pay	23	60
Court Leave	04	61
Convention Leave	12	66
Military Leave	05	67
Blood Donor Leave	09	69
Continuation of Pay Leave	03	71
Civil Defense Leave	16	77
Act of God Leave	13	78
Veterans Funeral Leave	14	79
Relocation Leave	15	80
Civil Disorder Leave	17	81
Union Official Leave	28	84
Voting Leave	18	85

Leave Category	PSDS Code No.	2240 Code No.
Other Paid Leave	10	86
Postmaster Organization Leave	08	89
LWOP-AWOL	24	59 or 60
LWOP-IOD-OWCP	25	59 or 60
LWOP-Maternity	26	59 or 60
LWOP-Suspension	27	59 or 60
LWOP-In Lieu of SL	20	59 or 60
LWOP-Proffered	21	59 or 60
LWOP-Personal	22	59 or 60
LWOP-Suspension Pending Termination	29	59 or 60 (as applicable, part day or full day)

734.2 Determining and Verifying the Amount of the Adjustment

734.21 When an employee questions the accuracy of the "paid leave" hours balances which appear on his earnings statement, the timekeeper is to obtain all of the employee's Forms 3971 for the work week in question. The Form 2243 should not be completed until these documents have been examined by the timekeepers. If an error is detected and an adjustment is necessary, complete the Form 2243, have the employee's supervisor sign and date the form, then pass it to the adjustment clerk.

734.22 Adjustments can result because of improper input or computer errors. It is important to understand why the adjustment occurred so that steps can be taken to minimize its future occurrence.

734.3 Completing the Form 2240

734.31 Adjustments to "leave hour" entries are made by entering the correct number of hours into the appropriate blocks on Form 2240. Those hour entries which were originally correct on the employee's record need not be entered. For example, if a sick leave hour's entry was 5.00 and should have been 5.50, the 5.50 hour's entry is to be posted into block "56" on Form 2240. If the corresponding work hours entry was 35.00 and should have been 34.50, the 34.50 hours' entry is to be posted in block 52 on Form 2240.

a. Exhibit 7-16 is an example of a properly completed adjustment form for the above situation.

b. Exhibit 7-17 is an example of a properly completed Form 2240 for an employee who was mistakenly input for eight hours annual leave instead of eight hours sick leave.

c. Exhibit 7-18 is an example of a properly completed Form 2240 for an employee who was charged an incorrect amount of sick leave while on higher level.

d. Exhibit 7-22 is an example of a properly completed Form 2240 for an employee who elected to use annual leave hours during Scheme Training, Testing, and Qualifying (STTQ), successfully qualified and accepted the position. The annual leave hours are charged to workhours, and night differential and Sunday premium are included, if applicable.

734.32 Timekeepers and adjustment clerks should note that it is essential that they code the card type of the adjustment in the block marked "Card Type." Failure to do so will either delay the adjustment or cause it not to be made altogether.

734.33 The card type will either be a 0 (zero), 1, or 2. Card type 0 pertains to all adjustments concerning the employee's base record, even though training, transfer, or loaned hours may be involved. Card type 1 is used in timecard offices as a replacement card for either a lost or mutilated timecard, or for new employees who have not yet been issued a prepunched Form 1230-A or Form 1230-B timecard from the PDC. Card type 2 pertains to all higher level adjustments, even though training, transfer, or loaned hours may be involved. The Y5 transaction is used to make prior pay period adjustments to training, transfer, or loaned hours.

735 Work Hour Adjustments

735.1 Definition

735.11 "Work hour" adjustments are used to correct errors or omissions made as a result of incorrect, improper, or incomplete work and premium hours transactions.

735.12 There may be cases when a "work hour" adjustment must be made together with another type of adjustment, such as a leave adjustment. In those cases where there is more than one adjustment to an employee's record, it will be necessary to refer to the appropriate section(s) of this chapter.

735.13 The following "work" and "premium hour" categories fall within the "work hour" adjustments classification:

Work or Premium Hour Classification	2240 Code Number
Penalty Overtime	43
Holiday Scheduling Premium	48
Work Hours	52
Overtime Hours	53
Night Work Hours	54
Holiday Work	57
Guaranteed Time	62
Meeting Time	65
Guaranteed Overtime	68
Steward's Duty Time	70
Sunday Premium Hours	72
Out of Schedule Overtime	73
Christmas Work Pay	74
Travel	82
Travel on a Nonscheduled Day	83
PDC On-Call Time	87
Nonbargaining Rescheduling Premium	88

735.2 Determining and Verifying the Amount of the Adjustment

735.21 When an employee questions the accuracy of a "work hour" or a "premium hour" pay calculation, he should discuss it with his supervisor. If the problem cannot be resolved, the employee should initiate a Form 2243. The timekeeper, upon receipt of the Form 2243, will document the hours sent to the payroll PDC by the PSDS PDC from the Pay Period Time Certification. If an adjustment is determined necessary, the employee's supervisor must sign the Form 2243 and pass it to the adjustment clerk.

735.22 When the adjustment clerk verifies the accuracy of the Form 2243 and finds an adjustment is necessary, he will complete a Form 2240. Adjustments to entries related to "work hours" are made by posting only the correct number of hours into the appropriate blocks on Form 2240 for those hour entries which were originally incorrect. The hour entries which were originally correct do not have to be posted. For example, if an employee's "work hours" were correctly stated at 40.00, but the Sunday premium was understated by eight hours, only the corrected Sunday premium hours entry should be posted. If Sunday premium was the only error, it is the only entry which should be posted.

735.3 Completing the Form 2240. The following five illustrations are provided:

a. Exhibit 7-19 is an example of a properly completed Form 2240 for an employee who worked 8.00 hours on his scheduled day off, but was not paid for it.

b. Exhibit 7-20 is an example of a properly completed Form 2240 for an employee who was underpaid five hours of overtime and three hours of night differential.

c. Exhibit 7-21 is an example of an properly completed Form 2240 for an employee who was paid for six hours of OOS premium and should have received no OOS. To adjust his pay is to enter "0000" in block 73, as shown in this exhibit.

d. Exhibit 7-23 is an example of a properly completed Form 2240 for an employee who elected to take Scheme Testing, Training, and Qualifying (STTQ) outside her regularly scheduled hours and has successfully qualified and accepted the position. The hours used are added to work and overtime hours, and night differential hours are included, if applicable.

e. Exhibit 7-24 is an example of a properly completed Form 2240 for an employee who received no pay for a week.

736 Higher Level Adjustment

736.1 Definition

736.11 "Higher level" adjustments are used to correct errors or omissions to an employee's record when he was paid incorrectly.

736.12 There may be cases when a "higher level" adjustment must be made together with another type of adjustment, such as a work hours adjustment. In those cases where there is more than one adjustment, it will be necessary to refer to the appropriate section(s) of this adjustment chapter.

736.13 The following blocks on Form 2240 affect the higher level pay calculation:

Block	2240 Code Number
Rate Schedule Code	90
Grade	91
Percent Increase	92
H/L LD	93

736.2 Determining and Verifying the Amount of the Adjustment. When an employee questions the accuracy of the "higher level" calculation which appears on his earnings statement, he should initiate a Form 2243. When the Form 2243, signed by the employee's supervisor, is passed to the adjustment clerk, he must review the Form 2243 for accuracy and complete the Form 2240 if an adjustment is necessary.

736.3 Completing the Adjustment Request Form

736.31 The following illustrations are provided:

a. Exhibits 7-25 and 7-26 are examples of properly completed Forms 2240 for an employee who was incorrectly paid all hours on base when all hours should have been on higher level.

b. Exhibits 7-27 and 7-28 are examples of properly completed Forms 2240 for an employee who was incorrectly paid for a mixture of base and higher level hours.

736.32 It is important to note that, in adjusting higher level pay, the designation activity code, the rate schedule code, the level, and the percent increase (if appropriate) on the top of the adjustment form is the same information that appears with the higher level record for the employee on the Time Certification Report. This data must be entered as shown, even though it may be incorrect.

736.33 The corrected "higher level" information should be entered in blocks 90, 91, 93 and, if applicable, 92.

737 Death Cases

737.1 Notice to Postal Data Center

737.11 The post office must advise the PDC immediately of deceased employees, citing the employee's name and employee ID number. **IF DEATH OCCURS DURING THE SECOND WEEK OF A PAY PERIOD, NOTICE BY TELEPHONE, FOLLOWED BY CONFIRMING MEMORANDUM, MUST BE USED TO STOP THE LAST SALARY-PAYMENT CHECK AT THE PDC.** If notice is delayed until the end of the pay period, salary payment made must be canceled, which will unnecessarily complicate final settlement. The PDC will initiate necessary action to intercept and nullify the deceased employee's pay period activity received on the PSDS T&A credits magnetic tape after the close of such pay period.

737.12 One copy of Form 2243 is initiated to identify the employee and to record pertinent facts relating to the deceased employee. The form is clearly and boldly stamped or marked (with large capital letters) "DECEASED CASE." The following actions will be taken:

a. Deceased employee service credits and leave charges for the pay period, if any, will be determined and recorded by days in the section provided for this purpose.

b. A Detailed Hours Inquiry (TR 82) can be used to retrieve calculated service. Verification of this service and determination of missing data, if any, is made by reviewing administrative records.

c. The employee's officially authorized schedule must be shown in the "Explanation" space on Form 2243. The deceased employee's estate is entitled to a full-day salary for the day when death occurred (even if it occurs before reporting for duty) if such day was a scheduled service day. If death occurs while the employee is on the clock, he is given administrative leave (PSDS leave type 10) to complete his regular eight hour tour. If death occurs prior to the employee's reporting for duty on a scheduled workday, eight hours of administrative leave is given for that day.

d. The appropriate supervisor enters a clarifying comment and certifies service credits and leave charges by signing and dating such section.

e. The proper service credits due the deceased employee are entered in the appropriate blocks on the Form 2243, and passed to the adjustment clerk.

737.13 Form 2243 is verified by the adjustment clerk. If the clerk determines that the documentation is complete, accurate, and proper, he will complete a Form 2240 and have the accounting office or director of finance certify the service credits by signing and dating the form. In the event the deceased employee has no service credits due, no hours are shown and "No Payment Due Employee" is entered in "Remarks".

737.14 The original copy of Form 2240 is forwarded to the DDE/DR site or PDC immediately. The duplicate copies of Form 2240 and Form 2243 are held in the pending file waiting for return of processed Form 2240 from the PDC. After return of the original Form 2240 from the PDC, transfer it to the file. The duplicate copy of Form 2240 may be released to the deceased employee's estate, if requested.

737.2 Coordination with Postal Data Center. Deceased employee Form 2243 and Form 2240 preparation, and Form 2240 submission to the PDC must be expedited to preclude unnecessary delay in final settlement. This action should not be delayed to the end of the pay period except when extraordinary circumstances prevail, and service credits and leave charges cannot be accurately determined. Otherwise, the clock-ring history records will be researched and used for this purpose after the close of the pay period. In this case, the PDC should be advised accordingly so that they will not close their records prematurely.