

October 23, 2013

AREA CONTROLLERS

SUBJECT: Supervisory Timekeeping Responsibilities

As we near the migration to the new TACS Help Desk, it is appropriate to reemphasize the importance that our employees' clock rings be accurately recorded. This will allow the Postal Service to better measure and control labor costs and meet our obligation to ensure our employees are paid appropriately.

Supervisors have the following responsibilities for timekeeping:

- Run various TACS reports (Clock Ring Error Report, Missing Time Report, Missing 091 OT Transaction Report, Hours Type Inquiry Report, Daily Hours Report, Missing Certificates Report, Certificate Sign Off Report, etc.) as needed to ensure all employee time is accurately finalized prior to the weekly cutoff.
- Identify and correct clock ring errors *daily*.
- Ensure employees clock in and out according to their assigned schedules.
- Control access to timecards and badges for employees.
- Monitor badge usage.
- Administer the leave program in accordance with policy and bargaining unit agreements.
- Approve/disapprove requests for leave.
- Record leave in eRM.
- Ensure employees are paid out of schedule premiums as applicable.
- Monitor payment of guarantee time.
- Ensure Sunday and Holiday premiums are paid correctly.
- Ensure employees are paid for Holiday work and Holiday leave as applicable.
- Control unscheduled absences.
- Maintain appropriate supporting documentation for time entries.

In order to enable supervisors to achieve these responsibilities, they should be afforded the opportunity to complete the following training courses:

- TACS Supervisor Training LMS Course # 31267-01 (Mandatory)
- Time Is Money LMS Course # 21564-00 (Optional)
- Fundamentals of Timekeeping LMS Course # 31505-05 (Optional)
- TACS AdjustPay LMS Course # 31202-25 (Optional)

Guidance, training, and references to assist with timekeeping policies can be found in the following sources:

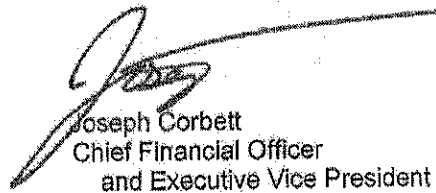
- Handbook, F-21, Time and Attendance
- Handbook, F-401, Supervisor's Guide to Scheduling and Premium Pay
- TACS Help Desk Web page - <http://blue.usps.gov/accounting/tacshelpdesk/>
- TACS Coordinator Web Page - http://blue.usps.gov/tacs/tacs_coordinator.htm

Benefits for proper timekeeping will result in: accurately reported work hours, increased employee satisfaction, and reduced costly pay adjustments.

Please ensure that all employees within your area of responsibility adhere to these policies.



Megan J. Brennan
Chief Operating Officer
and Executive Vice President



Joseph Corbett
Chief Financial Officer
and Executive Vice President

cc: Area Vice Presidents