Analyzing the Employee Everything Report
(TAC500R3)

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Analyzing the Employee Everything Report

Introduction

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

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

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

The Employee Everything Report (TAC500R3)

This module is designed to give a NALC steward all the tools he/she needs to read an Employee Everything Report (EER), also known as the TAC500R3 report.   The EER has two major portions: the heading and the body. Both portions contain detailed data for an individual carrier.

The heading shows the carrier, installation, rate of pay, leave balances, and identifies the login of the supervisor responsible for generating the report, among other data.

The body contains detailed information about clock rings (swipes) made with the employee's electronic badge. It also documents changes made to these swipes by the employee or supervisor. In short, the EER is a snapshot of the time the employee worked, and the particular workhour code, or codes, to which those swipes were charged.

Within the following pages, you will walk step-by-step through each section of both the heading and the body of the EER. After you have examined all of the fields of the form, you will be presented with some examples, and can utilize your new knowledge to answer some questions about the sample data.

When you have completed this module, you should have a better understanding of the elements contained within the Employee Everything Report.

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

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

Pay Loc/Fin. Unit	001 / 0000		Variable EAS	N	Annual Lv Bal.	39.00	FMLA Hrs	802.32
Employee ID	123-24-5334		Borrowed	N	Sick Lv Bal.	39.00	FMLA Used	00.00
Employee Name	ROGERS II	M J	Auto H/L	N	LWOP Lv Bal.	00.00	SLDC Used	00.00

Job	D/A	LDC	Oper/Lu	RSC	Lvl	FLSA	Route #	Fin. #	Loaned Fin. #	Effective Start	Effective End	Begin Tour	End Tour	Lunch Amt.	1261 Ind.	Schedule
Base	43-4	2100	7220-01	Q0	01	N	000000	47-4632		2000-05-1		08.00	16.50	0.50	N	SSMTWTF

Processed Clock Rings

Saturday
     Base   05200: 000.50   06200: 003.50
     EBR #

001-101	BT	02/12	08.00	47-4632	7220-01	000000	__.__	__-__-____	__/__	00.00	
							__-__-____	__/__	00.00		
001-101	ET	02/12	08.50	47-4632	7220-01	000000	__.__	__-__-____	__/__	00.00	
							__-__-____	__/__	00.00		

Monday
     Base   05200: 008.00
     EBR #

001-101	BT	02/14	08.00	47-4632	7220-01	000000	__.__ __-__-____ __/__	00.00
							__-__-____ __/__	00.00
001-101	MV	02/14	08.50	47-4632	7310-00	000000	__.__ __-__-____ __/__	00.00
							__-__-____ __/__	00.00
001-101	MV	02/14	12.00	47-4632	7210-00	000000	__.__ __-__-____ __/__	00.00
							__-__-____ __/__	00.00
001-101	MV	02/14	15.50	47-4632	7220-00	000000	__.__ __-__-____ __/__	00.00
							__-__-____ __/__	00.00
001-101	ET	02/14	16.50	47-4632	7220-01	000000	__.__ __-__-____ __/__	00.00
							__-__-____ __/__	00.00

Tuesday
     Base   04300: 000.45   05200: 010.45   05300: 002.00   05400: 000.50
     EBR #

001-101	BT	02/15	07.55	47-4632	7220-01	000000	__.__ __-__-____ __/__	00.00
							__-__-____ __/__	00.00
001-101	MV	02/15	08.20	47-4632	7310-00	000000	__.__ __-__-____ __/__	00.00
							__-__-____ __/__	00.00
001-101	MV	02/15	11.25	47-4632	7210-00	000000	__.__ __-__-____ __/__	00.00
							__-__-____ __/__	00.00
001-101	MV	02/15	18.35	47-4632	7220-00	000000	__.__ __-__-____ __/__	00.00
							__-__-____ __/__	00.00
001-101	ET	02/15	18.50	47-4632	7220-01	000000	__.__ __-__-____ __/__	00.00 (W)Overtime Not Authorized
							__-__-____ __/__	00.00

Wednesday
     Base   05200: 008.00   05400: 000.50
     EBR #

001-101	BT	02/16	08.50	47-4632	7220-01	000000	__.__ __-__-____ __/__	00.00
							__-__-____ __/__	00.00
001-101	ET	02/16	12.00	47-4632	7220-01	000000	__.__ __-__-____ __/__	00.00
							__-__-____ __/__	00.00
001-101	BT	02/16	14.00	47-4632	7220-01	000000	__.__ __-__-____ __/__	00.00
							__-__-____ __/__	00.00
001-101	ET	02/16	18.50	47-4632	7220-01	000000	__.__ __-__-____ __/__	00.00
							__-__-____ __/__	00.00

Weekly Total

Un-Processed Rings
     EBR#

001-101	BT	02/17	08.00	47-4632	7220-01	000000	__.__ __-__-____ __/__	00.00 Fatal Error
							__-__-____ __/__	00.00

The
Heading

UNITED STATES POSTAL SERVICE ®		**User ID:** A1B2C3
Report: TAC500R3 v2.009	**Restricted USPS T&A Information**	**Date:** 08/08/11
YrPPWk: 2011-17-1	**ANYWHERE US**	**Time:** 11:18 AM
Fin. #: 99-9999	**Employee Everything Report**	**Page:** 1

YrPPWk: 2011-17-1   **Weekly**

Sub-Unit: 0000

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

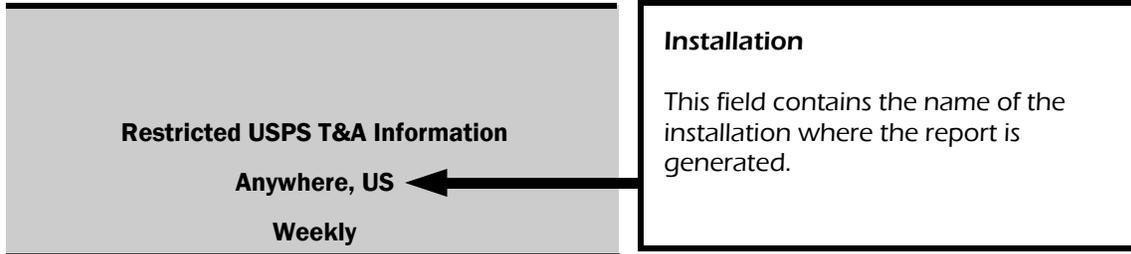| Job	D/A	LDC	Oper/Lu	RSC	Lvl	FTF	FLSA	Route #	Fin. #	Loaned Fin. #	Effective Start	Effective End	Begin Tour	End Tour	Lunch Amt.	1261 Ind.	Schedule	OOS	Day
Base	13-4	2100	7300-00	Q0	01	N	N	099009	99-9999		2011-17-1	2011-17-1	07.50	16.00	0.50	N	S-M-WTF		

The Heading

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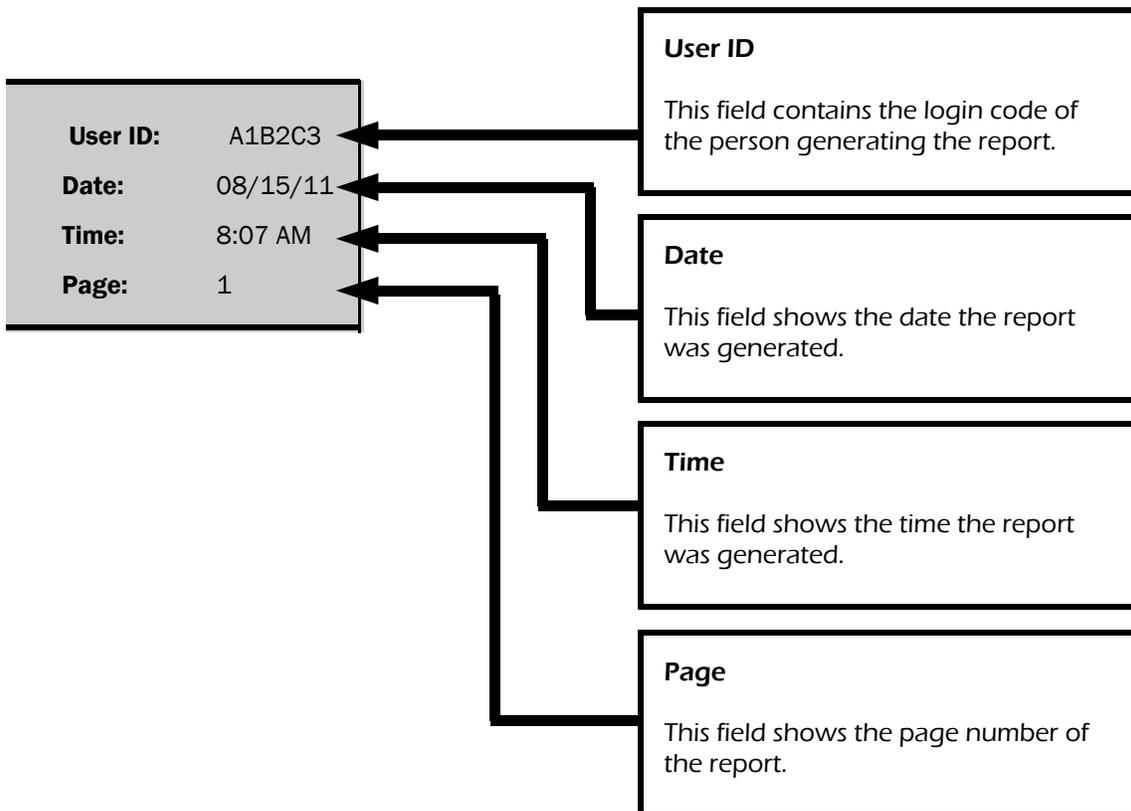

Report

Since this is the Employee Everything Report, it should always read TAC500R3. The number following is the version of software used.

Date Range of Report

This shows the date range of the periods requested to be compiled.

It reads in order: the year, the pay period (1-26, or in some years 1-27), and whether it is week one or week two of that particular pay period.

Fin.# (Finance Number)

The Finance Number is the six-digit code that identifies a work center. In this case, it indicates the installation where the report was generated.

YrPPWk

The year, pay period and week represented on that particular page.

Sub-Unit

The Finance Number can be divided into sub-units. If there are no sub-units within the finance number, the default is 0000.

UNITED STATES POSTAL SERVICE®

Report:	TAC500R3 v2.009
YrPPWk:	2011-17-1
Fin.#:	99-9999
YrPPWk:	2011-17-1
Sub-Unit:	0000

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

Restricted USPS T&A Information

Anywhere, US ◀━━━━━

Weekly

Installation

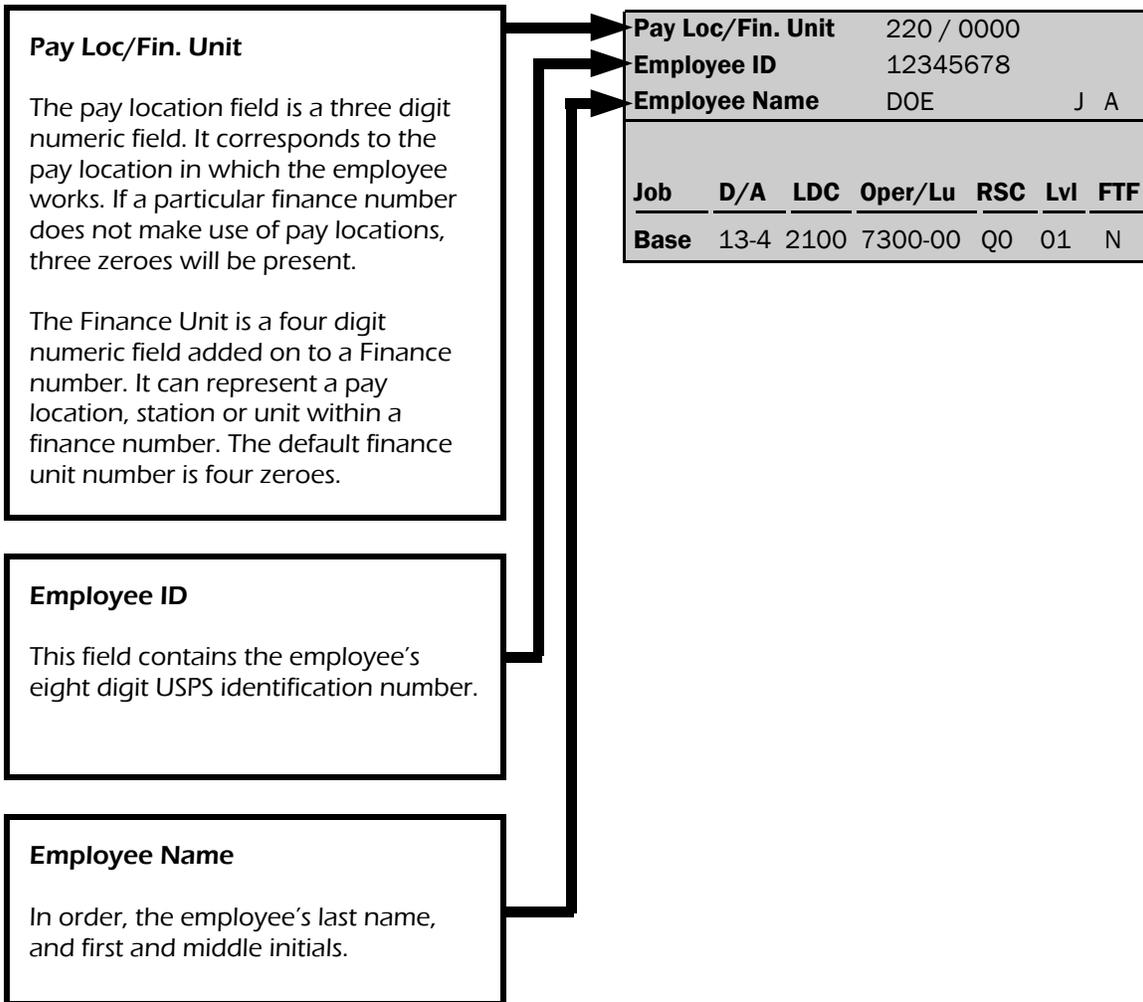This field contains the name of the installation where the report is generated.

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

User ID:	A1B2C3
Date:	08/15/11
Time:	8:07 AM
Page:	1

User ID

This field contains the login code of the person generating the report.

Date

This field shows the date the report was generated.

Time

This field shows the time the report was generated.

Page

This field shows the page number of the report.

The Heading

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

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

Pay Loc/Fin. Unit

The pay location field is a three digit numeric field. It corresponds to the pay location in which the employee works. If a particular finance number does not make use of pay locations, three zeroes will be present.

The Finance Unit is a four digit numeric field added on to a Finance number. It can represent a pay location, station or unit within a finance number. The default finance unit number is four zeroes.

Employee ID

This field contains the employee's eight digit USPS identification number.

Employee Name

In order, the employee's last name, and first and middle initials.

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

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

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

	Variable EAS	N	Annual Lv Bal
	Borrowed	N	ich Lv Bal
	Auto H/L	N	WOP Lv Bal

Fin #	Loaned Fin.#	Effective Start	Effective End	Lvl
99-9999	99-9999	2011-17-1	2011-17-1	7300-

Variable EAS

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

Borrowed

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

Auto H/L

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

The Heading

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

Annual Lv Bal

This field shows how much annual leave the employee has on the books at the time the report was generated. For FTR employees this will include Annual Leave that has been credited to them at the beginning of the leave year, but based on actual work hours, may not have yet been earned.

Sick Lv Bal

This field shows how much sick leave the employee has on the books at the time the report was generated.

LWOP Lv Bal

Contained in this field is the amount of Leave Without Pay the employee has used in the current leave year.

Annual Lv Bal	39.00	FML
Sick Lv Bal.	39.00	FML
LWOP Lv Bal	8.00	SLDC

Effective Start	Effective End	Begin Tour	End Tour	Lunch Amt
2011-17-1	2011-17-1	07.50	16.00	0.50

The Heading

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

The FMLA Used field shows the amount of FMLA leave the employee has used in the current Postal Leave Year.

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

39.00	**FMLA Hrs**	1783.96
39.00	**FMLA Used**	24.00
8.00	**SLDC Used**	4.13

Lunch	**1261**			
Amt	**Ind.**	**Schedule**	**OOS**	**Day**
0.50	N	S-M-WTF		

FMLA Hrs

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

FMLA Used

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

SLDC Used

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

The Heading

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

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

D/A

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

13-4	Full Time Regular
33-4	Part Time Regular
43-4	Part Time Flexible
63-4	Casual
83-4	Transitional Employee
84-4	City Carrier Assistant

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

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

LDC

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

LDCs used in the carrier craft are as follows:

21	27
22	28
23	29
25	48
26	92

When referring to these codes on the Employee Everything Report, you will need to add <u>two</u> zeros to the end of the LDC (ex. 21 becomes 2100)

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

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

Employee Category	Supv	Full Time	P-T Reg	P-T Flex	Temp	Casual	Relief	Trans	CCA
City Delivery Carriers		13-4	33-4	43-4		63-4		83-4	84-4
Clerks		11-0	31-0	41-0		61-0		81-0	
Mail Handlers		12-0	32-0	42-0		62-0		82-0	
Maint/Admin		16-9	36-9			66-9		86-9	
Maint/Bldg & Equip		16-7	36-7			66-7		86-7	
Maint/Bldg Svcs		16-6	36-6			66-6		86-6	
Maint/Postal Operating Equip	16-8		36-8			66-8		86-8	
Managers & Supervisors	09-0								
-Maint/Admin	06-9								
-Maint/Bldg & Equip	06-7								
-Maint/Bldg Svcs	06-6								
-Maint/Postal Op Equip	06-8								
-VMF	05-3								
Medical Officers & Head Nurses	09-0		39-0						
Nonbargaining Prof/Tech/Admin		19-0	39-0	49-0	59-0				
Nurses		11-1		41-1					
Postmasters	08-0		38-0		58-9		58-0		

The Heading

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

The Heading

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

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

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

Oper/Lu

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

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

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

The Heading

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

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

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

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

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

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

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

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

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

*This list is a compilation of codes from various sources

The Heading

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

354 (Standby - Delivery Service)

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

632 (Meeting Time - Delivery Services)

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

743 (Carrier Customer Support Activities)

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

782 (Training - Delivery Service)

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

The Heading

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

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

RSC

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

RSC Level Range	Description Of RSC
A 01 - 10	MTEC bargaining employees (CAG A)
C 01 - 10	MESC bargaining employees (CAG M)
E 01 - 28	EAS non-bargaining employees
F 51 - 55	Fourth class postmasters (CAG L)
G 01 - 01	Nurses
J 01 - 01	Management trainees
K 01 - 09	Headquarters & Rockville support services
L 09 - 55	Fourth class leave replacements
M 03 - 07	Mailhandlers
N 06 - 22	ISC craft employees
P 01 - 10	Clerks
Q 01 - 02	City Carrier
S 01 - 02	PCES
T 04 - 09	Tool and die makers
U 01 - 01	Attorneys
Y 05 - 06	Security Force

The Heading

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

Lvl

This shows whether an employee is a Level 1 or a Level 2 carrier.

FTF

This field shows whether the employee is a Full Time Flexible or not.

FLSA

This shows the employee's Fair Labor Standards Act Designation.

  N – Non-Exempt
This code 'N' indicates that the employee is covered under the Fair Labor Standards Act (FLSA). The employee is eligible to receive overtime pay.

  Y – Exempt
This code represents those employees that are FLSA exempt and is not entitled to be paid overtime.

  S – Special Exempt
This code represents those employees who are exempt but may be entitled to extra straight time pay if they are authorized to work in excess of eight and a half hours in a day or on a non-scheduled day.

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

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

				Variable FAS	N	Annual Lv
			Borrowed	N	Sick Lv
	A		Auto H/L	N	LWOP Lv b

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

Route #

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

Fin.#

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

Loaned Fin.#

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

The Heading

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

Effective Start

This shows when the employee started the assignment. If no date has been entered by management for the bid award, the default is the pay period of the report.

		39.00	FMLA
N	**Annual Lv Bal**	39.00	**FMLA**
N	**Sick Lv Bal.**	39.00	**FMLA**
N	**LWOP Lv Bal**	8.00	**SLDC**

Effective Start	Effective End	Begin Tour	End Tour	Lunch Amt
2011-17-1	2011-17-1	07.50	16.00	0.50

Effective End

This field shows when the employee's assignment ends. This field <u>may</u> be blank when used for a full time regular carrier. If no date has been entered by management for the bid award, the default is the pay period of the report.

Begin Tour

This field shows the employee's scheduled beginning of tour.

End Tour

This field shows the employee's scheduled end of tour.

Analyzing the Employee Everything Report

The Heading

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

39.00	**FMLA Hrs**	1783.96
39.00	**FMLA Used**	24.00
9.00	**SDC Used**	4.13

Lunch Amt	1261 Ind.	Schedule	OOS	Day
0.50	N	S-M-WTF		

Lunch Amt

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

1261 Ind.

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

Schedule

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

Notes

Analyzing the Employee Everything Report

The Body

Processed Clock Rings

Saturday
        Base   05200: 008.00

  EBR#

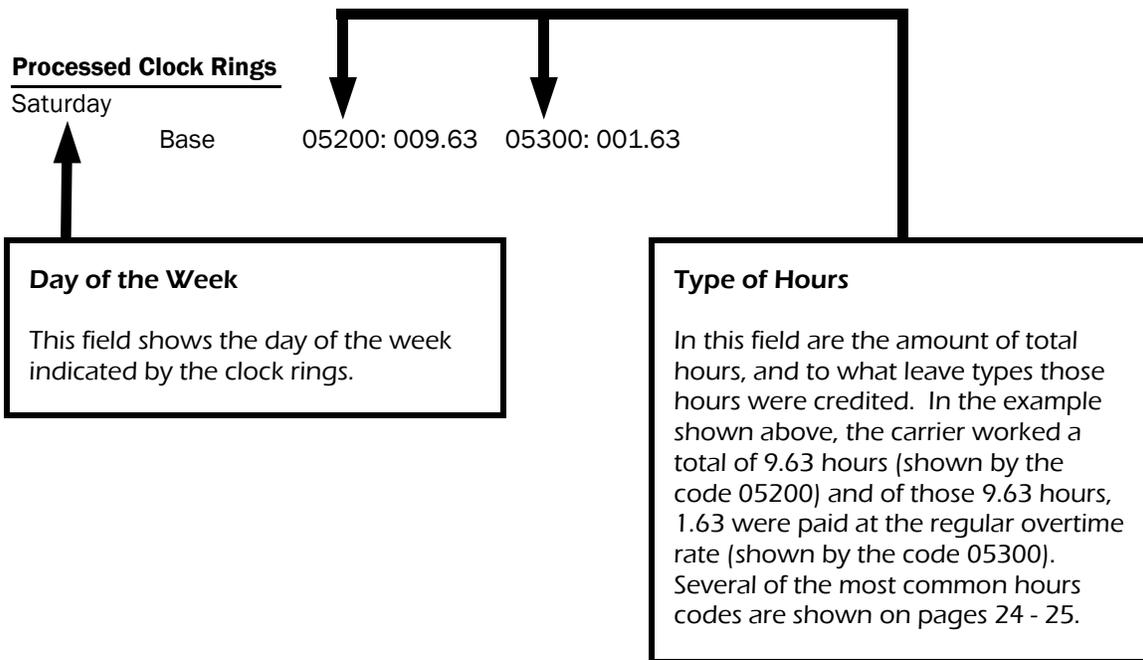|											
501-0019	BT	07/30	07.50	CDT	99-9999	7300-00	099009	__-__	__-__-____	__/__	00.00
									__-__-____	__/__	00.00
501-0019	MV	07/30	09.02	CDT	99-9999	7290-00	099009	__-__	__-__-____	__/__	00.00
									__-__-____	__/__	00.00
501-0019	MV	07/30	15.76	CDT	99-9999	7300-00	099009	__-__	__-__-____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

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

  EBR#

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

The Body

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

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

Processed Clock Rings

Saturday

        Base   05200: 009.63   05300: 001.63

Day of the Week

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

Type of Hours

In this field are the amount of total hours, and to what leave types those hours were credited. In the example shown above, the carrier worked a total of 9.63 hours (shown by the code 05200) and of those 9.63 hours, 1.63 were paid at the regular overtime rate (shown by the code 05300). Several of the most common hours codes are shown on pages 24 - 25.

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

Processed Clock Rings

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

In the situation shown above, the carrier worked a total of 10.45 hours, as indicated by the code 05200. In essence, the code 05200 shows the carrier total number of hours the carrier was paid, in this case 10.45.

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

The code 05400 illustrates the number of hours paid at the penalty overtime rate. You will rarely see code 05400 without the code 05300 also being present, one exception being on the fifth day of overtime on a regularly scheduled day, after eight hours of work.

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

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

The Body

Different hours codes are as follows:

01000 - Begin tour
01100 - Move
01200 - Out to lunch
01300 - In from lunch
01400 - End tour
02400 - AWOL
02409 - AWOL – Late
03000* - Full LWOP hours
      (generated at mainframe)
03100* - Partial LWOP hours
      (generated at mainframe)
03200 - Telephone time
03300* - Guarantee telephone time
03400 - Beeper time
03500* - Extra straight time
03600* - Guarantee telephone OT
03800 - Extra 50% (adjustments only)
03900 - Extra Straight Time
      (adjustments only)
04300* - Penalty Overtime Payment
04400 - Military LWOP
04600 - Donated leave - personal
04700* - Rural free Saturday
04800 - Holiday schedule premium
04900 - OWCP Regular LWOP hours
04999 - OWCP FMLA LWOP hours
05000* - Rural carrier trips
05100* - Rural carrier actual hours
05200* - Work hours
05300* - Overtime hours
05400 - Night work premium hours
05500 - Annual leave – Regular
05501 - Annual leave – In lieu of SL
05509 - Annual leave – Late
05510 - Annual leave – Emergency
      (aka EAL)
05599 - Annual leave – FMLA
05600 - Sick leave – Regular

05609 - Sick leave
      – Late
05611 - Sick leave
      – Restricted
05697 - Sick leave
      – Dependent Care
05698 - Sick leave
      – FMLA Dependent Care
05699 - Sick leave
      – FMLA Self
05700* - Holiday work
05800 - Holiday leave
05900 - Part day LWOP
05901 - Part day LWOP
      – In lieu of SL
05902 - Part day LWOP
      – Proffered
05903 - Part day LWOP
      – Personal
05904 - Part day LWOP
      – Other
05905 - Part day LWOP
      – Maternity
05906 - Part day LWOP
      – Suspension
05907 - Part day LWOP
      – Union Official
05908 - Part day LWOP
      – Suspending term
05909 - Part day LWOP
      – Late
05959 - Part day LWOP
      – System-generated
05999 - Part day LWOP
      – FMLA
06000 - Full day LWOP
06001 - Full day LWOP
      – In lieu of SL

Analyzing the Employee Everything Report

Hours codes continued from the previous page:

06002 - Full day LWOP
    – Proffered
06003 - Full day LWOP
    – Personal
06004 - Full day LWOP
    – Other
06005 - Full day LWOP
    – Maternity
06006 - Full day LWOP
    – Suspension
06007 - Full day LWOP
    – Union Official
06008 - Full day LWOP
    – Suspending term
06009 - Full day LWOP
    – Late
06099 - Full day LWOP
    – FMLA
06100 - Court Leave
06200* - Guarantee time
06300* - TE cross-foot (also for
    code 035)
06500 - Meeting time
06600 - Convention leave
06700 - Military leave
06800* - Guarantee overtime
06900 - Blood donor leave
07000 - Stewards duty time
07100 - Continuation of pay leave
07199 - Continuation of pay leave
    – FMLA
07200 - Sunday premium
07300 - Out of schedule premium
07400 - Christmas work
07600* - Non-scheduled cross-foot
07700 - Civil defense leave
07800 - Act of nature leave
07900 - Veterans funeral leave

08000 - Relocation leave
08100 - Civil disorder leave
08200 - Travel within schedule
08300 - Travel outside schedule
08400 - Union official leave
08500 - Voting leave
08600 - Other paid leave
08800 - Non-bargain reschedule
    premium
08900 - Postmaster Org. leave
09000 - Higher level authorization
09100 - OT Auth
09101 - OT Auth
    – Before Sched Tour
09102 - OT Auth
    – After Sched Tour
09103 - OT Auth
    – Full Tour
09104 - OT Auth
    – Before Sched Tour,
     Out of Schedule
09105 - OT Auth
    – After Sched Tour,
     Out of Schedule
09100 - OT Auth
    – Full Tour, Out of Schedule
09200 - Disallow guarantee time
09300 - No lunch punch

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

This list is a compilation of codes from various sources

The Body

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

EBR#

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

```
EBR#
000-0000   BT    07/30  06.50    CDT   99-9999

501-0019   BT    07/30  06.50    CDT   99-9999

501-0019   OT    07/30  06.50    CDT   99-9999
```

Move Type

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

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

Date

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

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

06.50	CDT	99-9999	7430-00	099009	
06.50	CDT	99-9999	7430-00	099009	
					01.23
06.50	CDT	99-9999	7430-00	099009	01.63

Time

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

Time Zone

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

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

Finance Number

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

The Body

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

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

Operation/Local Unit

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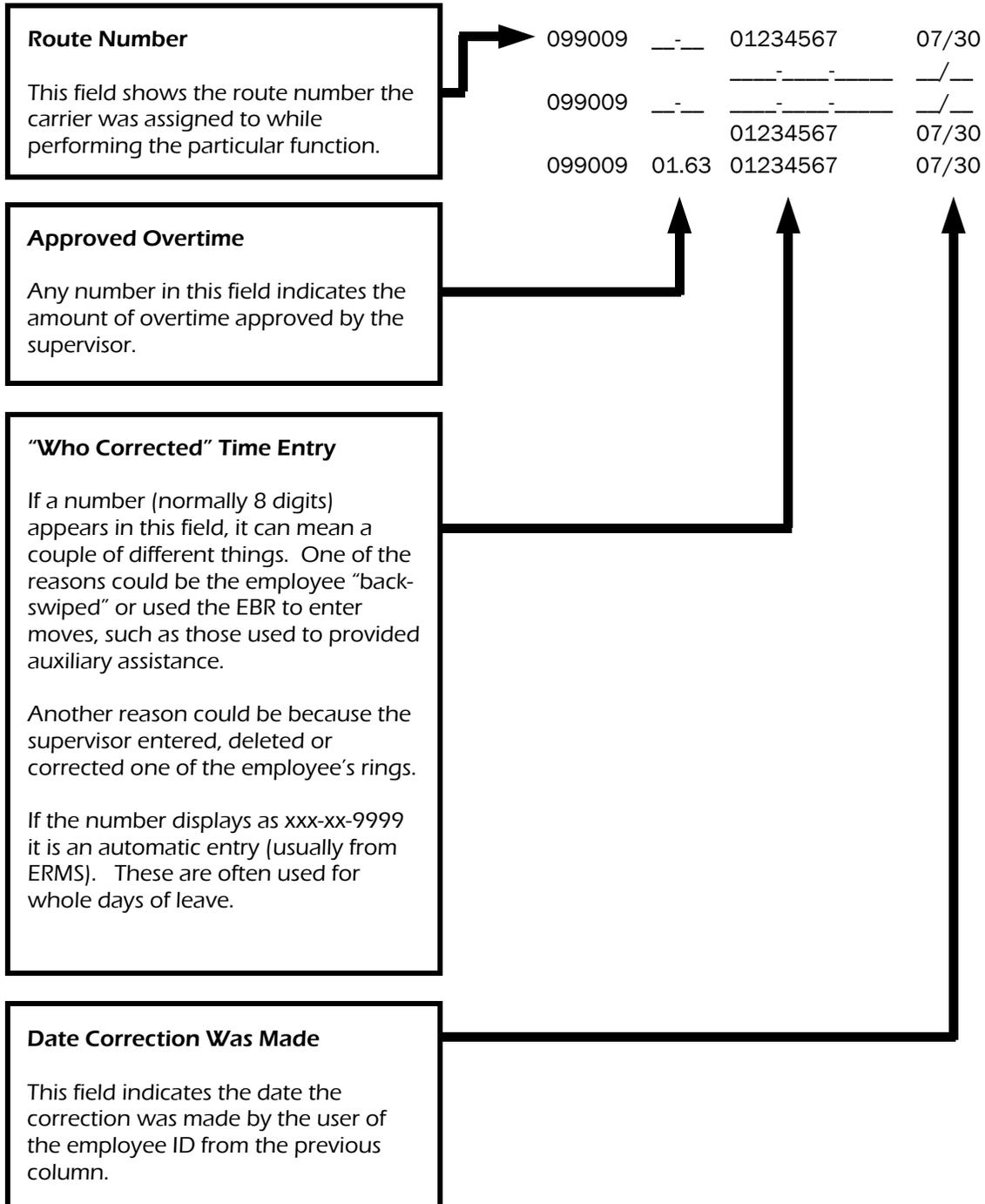
The Body

The following is a list of MODS (Operation) codes used in the carrier craft. These codes have the extra zero added on the end. (Refer to page 13 for a list of Operation Codes correlated with the appropriate LDC codes)

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

The Body

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

```
099009   __-__   01234567        07/30
                 ___-___-____    __/__
099009   __-__   ___-___-____    __/__
                 01234567        07/30
099009   01.63  01234567        07/30
```

Route Number

This field shows the route number the carrier was assigned to while performing the particular function.

Approved Overtime

Any number in this field indicates the amount of overtime approved by the supervisor.

"Who Corrected" Time Entry

If a number (normally 8 digits) appears in this field, it can mean a couple of different things. One of the reasons could be the employee "back-swiped" or used the EBR to enter moves, such as those used to provided auxiliary assistance.

Another reason could be because the supervisor entered, deleted or corrected one of the employee's rings.

If the number displays as xxx-xx-9999 it is an automatic entry (usually from ERMS). These are often used for whole days of leave.

Date Correction Was Made

This field indicates the date the correction was made by the user of the employee ID from the previous column.

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

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

07/30	11.05	(W)NonScheduled Begin Tour
__/__	00.00	
__/__	00.00	(W)Ring Deleted From PC
07/30	11.05	
07/30	17.37	

Time Correction Was Made

The time indicated in this field is the time the corresponding correction was made, shown in military time (24 hour clock), and is always Central Time, no matter what time zone the installation is located in.

Error Messages/Alerts

This field indicates any anomalies within an employee's day. Reasons can be as follows:

(W)NonScheduled Begin Tour
    Carrier started at a time other than his/her normal start time
(W)NonScheduled End Tour
    Carrier ended at a time other than his/her normal start time
(W)Ring Deleted From PC
    A supervisor deleted the clock ring
(W)Overtime Not Authorized
    Overtime was not authorized by Management
(W)Time Disallowed
    The supervisor disallowed the employee's time
Fatal Error
    The clock ring was not processed through TACS

Notes

Analyzing the Employee Everything Report

Examples

Processed Clock Rings

Thursday

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

EBR#

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

Examples of Clock Rings

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

UNITED STATES POSTAL SERVICE®															User ID: A1B2C3
Report: TAC500R3 v2.009							Restricted USPS T&A Information								**Date:** 08/08/11
YrPPWk: 2011-17-1							ANYWHERE US								**Time:** 11:18 AM
Fin. #: 99-9999							Employee Everything Report								**Page:** 1

YrPPWk: 2011-17-1 Weekly

Sub-Unit: 0000

Pay Loc/Fin. Unit	220/0000		Variable EAS	N	Annual Lv Bal.	25.52	FMLA Hrs	1502.36
Employee ID	86753090		Borrowed	N	Sick Lv Bal.	300.92	FMLA Used	00.00
Employee Name	BUKOWSKI	C J	Auto H/L	N	LWOP Lv Bal.	00.00	SLDC Used	0.00

Job	D/A	LDC	Oper/Lu	RSC	Lvl	FTF	FLSA	Route #	Fin. #	Loaned Fin. #	Effective Start	Effective End	Begin Tour	End Tour	Lunch Amt.	1261 Ind.	Schedule	OOS	Day
Base	13-4	2100	7300-00	Q0	01	N	N	099054	99-9999		2011-17-1	2011-17-1	07.50	16.00	0.50	N	S-MT-TF		

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

Examples of Clock Rings

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

UNITED STATES POSTAL SERVICE®				User ID: A1B2C3
Report: TAC500R3 v2.009		**Restricted USPS T&A Information**		**Date:** 08/08/11
YrPPWk: 2011-17-1		**ANYWHERE US**		**Time:** 11:18 AM
Fin. #: 99-9999		**Employee Everything Report**		**Page:** 1

YrPPWk: 2011-17-1   **Weekly**

Sub-Unit: 0000

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

Job	D/A	LDC	Oper/Lu	RSC	Lvl	FTF	FLSA	Route #	Fin. #	Loaned Fin. #	Effective Start	Effective End	Begin Tour	End Tour	Lunch Amt.	1261 Ind.	Schedule	OOS	Day
Base	13-4	2100	7300-00	Q0	01	N	N	099009	99-9999		2011-17-1	2011-17-1	07.50	16.00	0.50	N	S-M-WTF		

1) What pay period is shown by the report?

2) What is Cliff's route number?

3) What is Cliff's non-scheduled day during the pay period shown?

4) What is Cliff's Annual Leave balance?

5) Is Cliff a PTF?

6) Has Cliff used Sick Leave for Dependent Care this year?

7) Where is the installation located?

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

Examples of Clock Rings

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

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

Processed Clock Rings

Saturday
          Base   05200: 008.00

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

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

Examples of Clock Rings

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

Processed Clock Rings

Monday

	Base	05200: 9.50	05300:001.50

EBR#

501-0019	BT	08/08	07.25	CDT	99-9999	7300-00	099025	__-__	__-___-____	__/__	00.00
									__-___-____	__/__	00.00
000-0000	OT	08/08	08.50	CDT	99-9999	7300-00	000000 01.50	99887766		08/08	15.35
									__-___-____	__/__	00.00
501-0019	MV	08/08	09.37	CDT	99-9999	7290-00	099025	__-__	__-___-____	__/__	00.00
									__-___-____	__/__	00.00
501-0019	MV	08/08	16.99	CDT	99-9999	7300-00	099025	__-__	__-___-____	__/__	00.00
									__-___-____	__/__	00.00
501-0019	ET	08/08	17.25	CDT	99-9999	7300-00	099025	__-__	__-___-____	__/__	00.00
									__-___-____	__/__	00.00

1) What time did Mike begin his tour?

2) What is Mike's route number?

3) What time did Mike clock to the street?

4) What time did Mike clock back in from the street?

5) What is Ivan's Employee ID Number?

6) What time did Ivan authorize Mike's overtime?

7) What is the date?

ANSWERS: 1) 7.25 (or 7:15 am), 2) 25, 3) 9.37 am, 4) 16.99 pm, 5) 99887766, 6) The overtime was authorized at 15.35 7) 08/08 (or August the 8th)

Examples of Clock Rings

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

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

Processed Clock Rings

Thursday

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

EBR#

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

Examples of Clock Rings

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

1) What is the date Michelle worked (according to the report)?

2) What time did Michelle start?

3) What time did Michelle clock off?

4) What time did Michelle begin casing mail?

5) What time did Michelle move to the street on her own route?

6) What time did Michelle move to the route she was helping on?

7) What is Bill Bossman's Employee ID #?

8) What is Michelle's Employee ID #?

9) What time did Bill Bossman enter the no-lunch waiver in TACS?

10) Who entered the time Michelle worked on route 2 into TACS?

11) What time was the auxiliary assistance entered into TACS?

12) How many hours did Michelle worked at the regular overtime rate?

13) How many hours did Michelle worked at the penalty overtime rate?

14) Did Michelle receive night shift differential pay?

15) Did Michelle use the same Electronic Badge Reader for all of her swipes?

16) Was Bill Bossman justified in deleting the clock ring at 6:30 am?

Examples of Clock Rings

Answers to Questions on Page 39:

1) 06/30

2) 6.50 (or 6:30 am)

3) 18.50 (or 6:30 pm)

4) 8.25 (or 8:15 am)

5) 9.96

6) 16.25 (or 4:15 pm)

7) 01234567

8) 76543210

9) 11.05

10) Michelle

11) 18.35

12) 2.00

13) 2.00

14) Yes

15) No

16) Yes

Notes