



Analyzing the Employee Everything Report (TAC500R3)

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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.




YrPPWk: 2000-05-1		Weekly	
Sub-Unit: 001			
Pay Loc/Fin. Unit: 001 / 0000 Employee ID: 123-24-5334 Employee Name: ROGERS II M J	Variable EAS: N Borrowed: N Auto H/L: N	Annual Lv Bal: 39.00 Sick Lv Bal: 39.00 LWOP Lv Bal: 00.00	FMLA Hrs: 802.32 FMLA Used: 00.00 SLDC Used: 00.00
Job: Base DIA: 43-4 LDC: 2100 Oper/Lu: 7220-01 RSC: Q0 LVI: 01 FLSA: N Route #: 000000 Fin. #: 47-4632	Loaned Fin. #: Effective Start: 2000-05-1 Effective End:	Begin Tour: 08.00 End Tour: 16.50 Lunch Amt: 0.50 1261 Ind: N Schedule: SSMTWTF	

Processed Clock Rings

Day	Base	EBR #	Job	DIA	LDC	Oper/Lu	RSC	LVI	FLSA	Route #	Fin. #	Loaned Fin. #	Effective Start	Effective End	Begin Tour	End Tour	Lunch Amt	1261 Ind	Schedule
Saturday																			
	05200: 000.50																		
	06200: 003.50																		
	001-101	BT	02/12	08.00	47-4632	7220-01	000000												
	001-101	ET	02/12	08.50	47-4632	7220-01	000000												
Monday																			
	05200: 008.00																		
	001-101	BT	02/14	08.00	47-4632	7220-01	000000												
	001-101	MV	02/14	08.50	47-4632	7310-00	000000												
	001-101	MV	02/14	12.00	47-4632	7210-00	000000												
	001-101	MV	02/14	15.50	47-4632	7220-00	000000												
	001-101	ET	02/14	16.50	47-4632	7220-01	000000												
Tuesday																			
	04300: 000.45																		
	05200: 010.45																		
	05300: 002.00																		
	05400: 000.50																		
	001-101	BT	02/15	07.55	47-4632	7220-01	000000												
	001-101	MV	02/15	08.20	47-4632	7310-00	000000												
	001-101	MV	02/15	11.25	47-4632	7210-00	000000												
	001-101	MV	02/15	18.30	47-4632	7220-00	000000												
	001-101	ET	02/15	18.50	47-4632	7220-01	000000												(W) Overtime Not Authorized
Wednesday																			
	05200: 008.00																		
	05400: 000.50																		
	001-101	BT	02/16	08.50	47-4632	7220-01	000000												
	001-101	ET	02/16	12.00	47-4632	7220-01	000000												
	001-101	BT	02/16	14.00	47-4632	7220-01	000000												
	001-101	ET	02/16	18.50	47-4632	7220-01	000000												
Weekly Total																			
Un-Processed Rings																			
	001-101	BT	02/17	08.00	47-4632	7220-01	000000												00.00 Fatal Error
																			00.00

The Heading

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

YrPPWk: 2011-17-1

Weekly

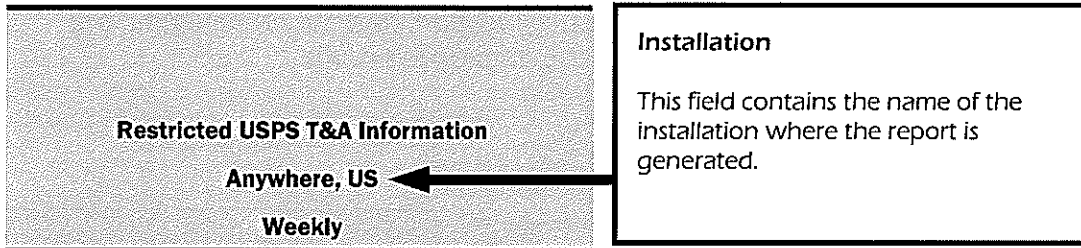
Sub-Unit: 0000

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

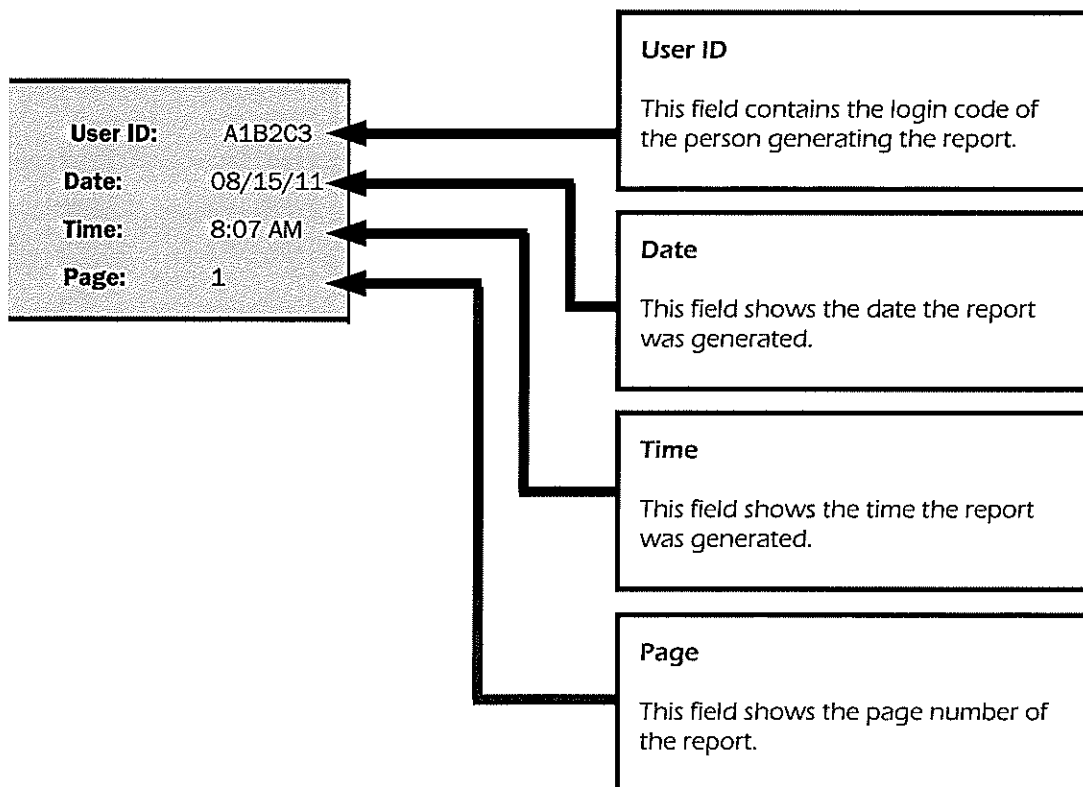
Job	D/A	LDC	Oper/Lu	RSC	Lvl	FTF	FLSA	Route #	Fin. #	Fin. #	Start	End	Tour	Tour Amt.	Ind.	Schedule	OOS	Day	
Base	13-4	2100	7300-00	Q0	01	N	N	099009	99-9999		2011-17-1	2011-17-1	07.50	16.00	0.50	N	S-M-WTF		

The Heading

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



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



The Heading

The 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 Lvl Bal
Borrowed	N	Act Lvl Bal
Auto H/L	N	Work Lvl Bal
Loaned Effective Effective		
Fin #	Fin.#	Start End Lvl
99-9999	99-9999	2011-17-1 2011-17-1 7300

Variable EAS

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

Borrowed

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

Auto H/L

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

The Heading

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

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

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

(continued on Page 10)

The Heading

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	DC [REDACTED] J A						
<hr/>							
Job	D/A	LDC	Oper/Lu	RSC	Lvl	FTF	F
Base	13-4	2100	7300-00	00	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

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

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

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

RSC

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

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

The Heading

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
		Loaned		Effective
Route #	Fin.#	Fin.#	Start	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

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

39.00	FMLA Hrs	1783.96
39.00	FMLA Used	24.00
3.00	SDC Used	4.13
Lunch 1261		
Amt	Ind.	Schedule
0.50	N	S-M-WTF

Lunch Amt

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

1261 Ind.

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

Schedule

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

The Body

Processed Clock Rings

Saturday

Base 05200: 008.00

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

Monday

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

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

The Body

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

Processed Clock Rings

Tuesday

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

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

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

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

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

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

The Body

Hours codes continued from the previous page:

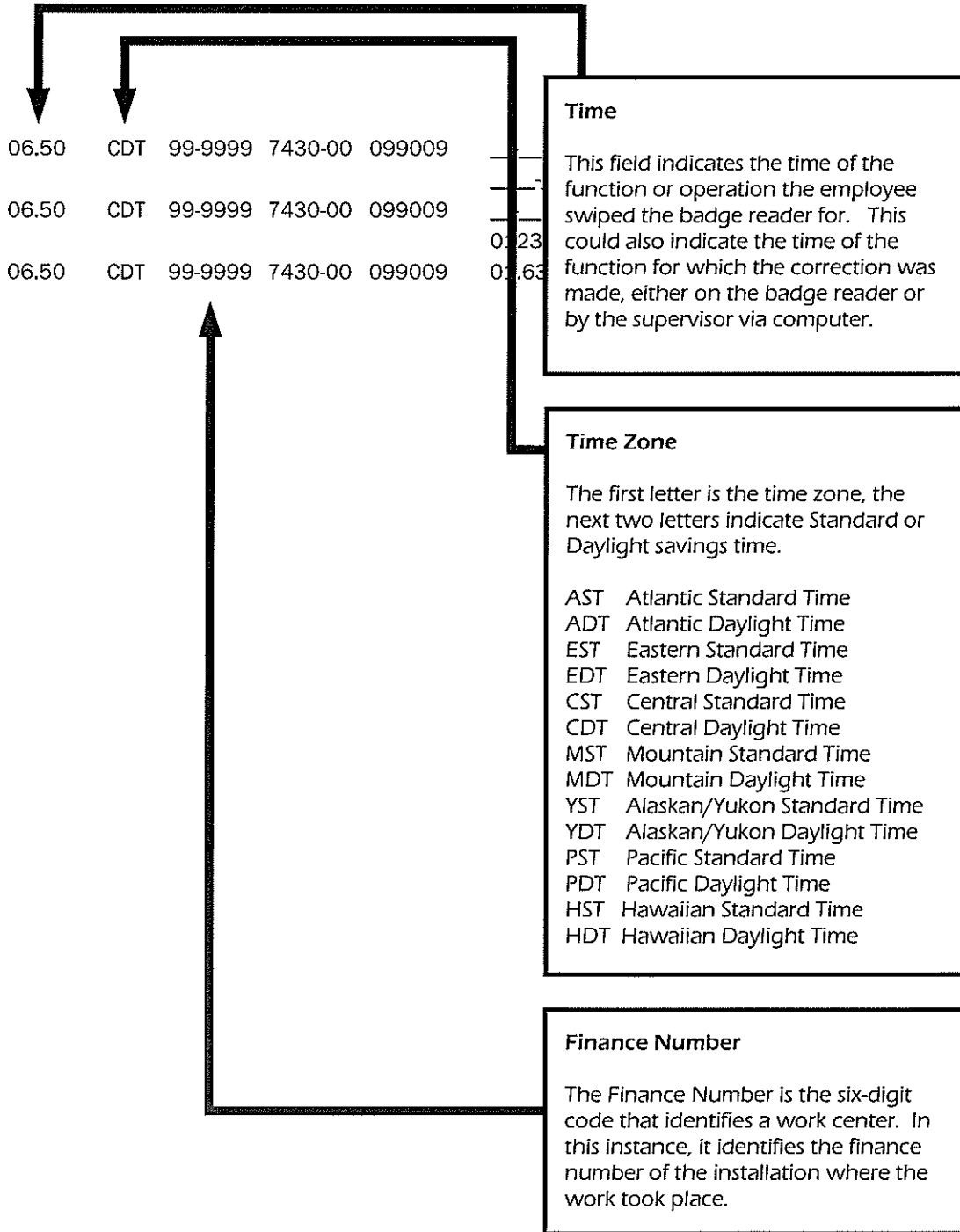
06002 - Full day LWOP – Proffered	08000 - Relocation leave
06003 - Full day LWOP – Personal	08100 - Civil disorder leave
06004 - Full day LWOP – Other	08200 - Travel within schedule
06005 - Full day LWOP – Maternity	08300 - Travel outside schedule
06006 - Full day LWOP – Suspension	08400 - Union official leave
06007 - Full day LWOP – Union Official	08500 - Voting leave
06008 - Full day LWOP – Suspending term	08600 - Other paid leave
06009 - Full day LWOP – Late	08800 - Non-bargain reschedule premium
06099 - Full day LWOP – FMLA	08900 - Postmaster Org. leave
06100 - Court Leave	09000 - Higher level authorization
06200* - Guarantee time	09100 - OT Auth
06300* - TE cross-foot (also for code 035)	09101 - OT Auth – Before Sched Tour
06500 - Meeting time	09102 - OT Auth – After Sched Tour
06600 - Convention leave	09103 - OT Auth – Full Tour
06700 - Military leave	09104 - OT Auth – Before Sched Tour, Out of Schedule
06800* - Guarantee overtime	09105 - OT Auth – After Sched Tour, Out of Schedule
06900 - Blood donor leave	09100 - OT Auth – Full Tour, Out of Schedule
07000 - Stewards duty time	09200 - Disallow guarantee time
07100 - Continuation of pay leave	09300 - No lunch punch
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	

* 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

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



The Body

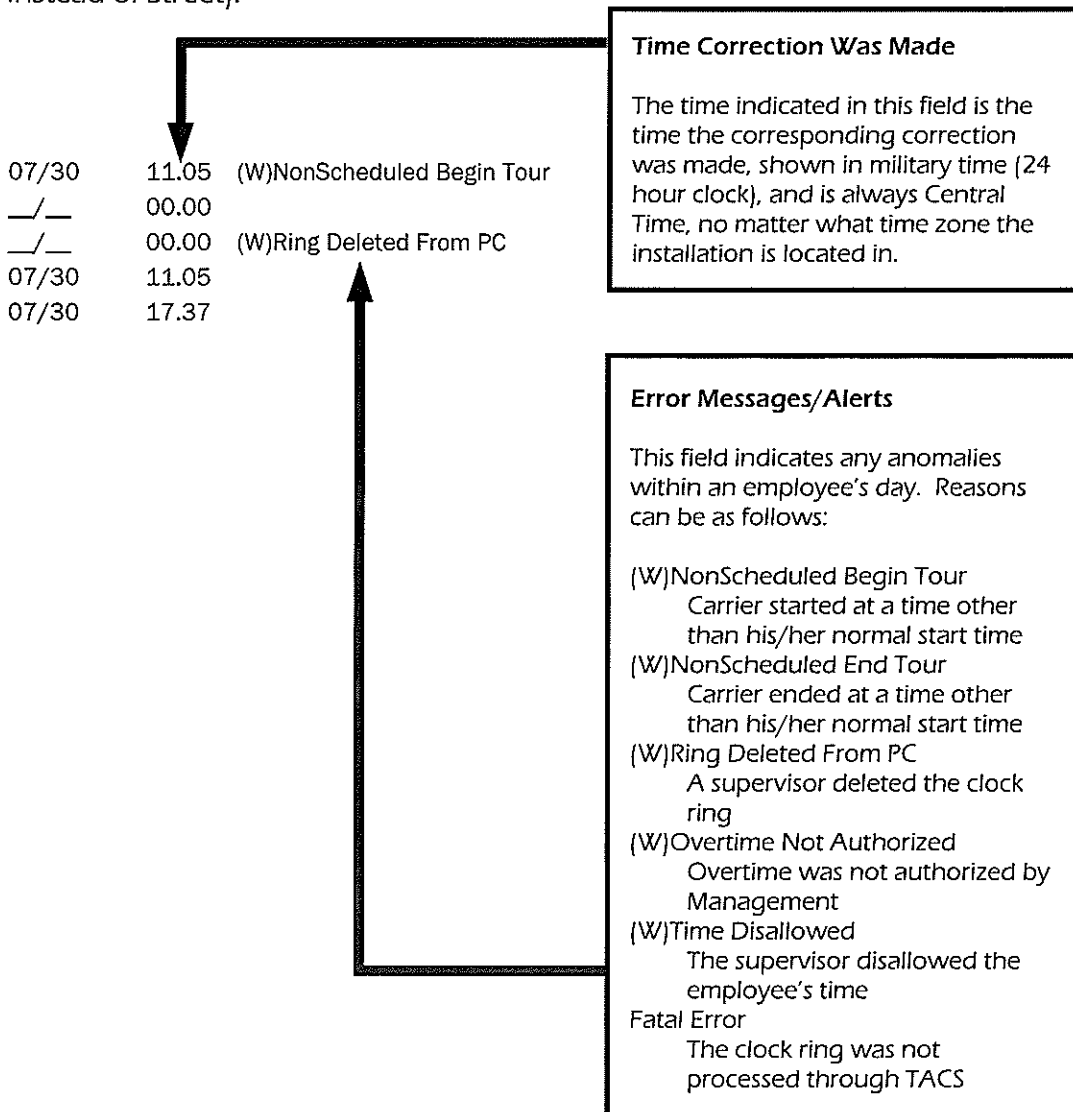
The following is a list of MODS (Operation) codes used in the carrier craft. These codes have the extra zero added on the end. (Refer to page 12 for a list of Operation Codes correlated with the appropriate LDC codes)

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

The Body

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).



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

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

		Restricted USPS T&A Information ANYWHERE US Employee Everything Report		User ID: A1B2C3 Date: 08/08/11 Time: 11:18 AM Page: 1	
Report: TAC500R3 v2.009 YrPPWk: 2011-17-1 Fln. #: 99-9999					
YrPPWk: 2011-17-1 Sub-Unit: 0000		Weekly			
Pay Loc/Fln. Unit: 220/0000 Employee ID: 76543210 Employee Name: CLAVEN		Variable EAS: N Borrowed: N Auto H/L: N		Annual Lv Bal.: 124.80 Sick Lv Bal.: 1889.56 LWOP Lv Bal.: 00.00	
C R				FMLA Hrs: 1783.98 FMLA Used: 00.00 SLDC Used: 04.13	
Loaned Effective Effective Begin End Lunch 1261					
Job D/A LDC Oper/Lu RSC Lvl. FTF FLSA Route # Fln. # Fln. # Start End Tour Tour Amt. Ind. Schedule OOS Day					
Base 13-42100 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 is another example of a relatively normal day for a city carrier. Mike Mayawork is a carrier on the work-assignment overtime list. Before he left for the street, Mike told his supervisor, Ivan Irritating, he would need 1.5 hours overtime to complete his assignment. Mike, being a professional letter carrier, was spot-on with his estimate. He ended his tour at 5:25 pm. Below are a few questions about Mike's day. See if you can answer them using the information you learned in the previous chapters.

Processed Clock Rings

Monday

Base 05200: 9.50 05300:001.50

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

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

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

Examples of Clock Rings

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?

Notes