TACS Reports

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Active Operations Reports (TAC140R0)

► **Active Operations Report** is a listing of operations and local units that have been "turned on" or made valid for a particular finance number.

► **National Authorized Operations Report** provides a listing of nationally authorized operations, and CAG office and LDC Codes for which they are auhorized.

► **Operation Errors** provides a list of employees who are assigned to base operations that have been deactivated. This report should be run in the TACS Control Site when changes to operation numbers are announced.

Badge Reports 9TAC050R0)

Badge Report Module allows you to create and run 3 reports: for Badge Assignment, Unassigned Badges, and Badge Type Listing.

Clock Ring Reports TAC800R0)

► **Clock Ring Errors Report** will display errors on a clock ring or set of clock rings that can not be posted for an employee. The report will also show employees who do not have time posted for a scheduled day or who do not crossfoot any day.

► **Missing Time Report** will show employees who do not have time posted for a scheduled day or who do not crossfoot on any day.

► **Overtime Alert Report** lists employees in an overtime status for the week or who are approaching overtime for the week.

► **Overtime and Leave Report** will list employees who have both overtime and leave on the same day.

► **Raw Ring Errors Report** shows raw ring errors.

► **Ring Disallowance Report** lists employee clock-generated badge swipes that have been changed by a supervisor or timekeeper so that time is, in effect, "disallowed".

► **Self-Adjustment Report** lists all the users who made any type of change to their own clock rings.

► **Tour Deviations Report** is designed to allow the user the ability to select employees who deviate from their assigned schedule and/or lunch amounts.

► **Unauthorized Overtime Report** lists employees with overtime worked which exceeds the amount of overtime authorized.

Employee Reports 9TAC500R0)

► **Authorized Higher Level Report** lists employees who have been authorized Higher Level.

► **Automatic Higher Level Report** lists employees who have workede an operation that entitles them to automatic higher level.

► **Employee Everything Report** lists almost every thing in the TACS database for a particular employee for a particular year, pay period and week.

► **Employee File Comparison Report** lists TACS employees found with differences between what is in the master file in Minneapolis and TACS.

► **Employee Moves Report** displays the operations an employee has worked during the week.

► **Employees on the Clock Report** will display all employees currently on the clock.

► **Higher Level Details Report** will generate a report listing those employees on long term higher level details.

► **LTD Duty/REHAB Report** displays for each person on limited duty or rehabilitation, total hours to date for each operation. These are persons on Operation 959, or for whom the base Labor Distribution Code is 6900.

► **Carrier Moves Report** displays moves for letter carriers only.

Finance Reports (TAC100R0)

► **Hours and Dollars Report** displays the hours worked and an approximation of the cost, in dollars, for the selected criteria: pay location, finance unit finance number, weekly or range of weeks.

► **LDC/Operation Summary Report**
 ▬ **The Operation Summary Report** totals work hours, overtime hours and sick leave hours by Operation or Operation/Local Unit code. These reports are based on operation hours attributed to the finance number you have selected.

 ▬ **The LDC Summary Report** totals work hours, overtime hours and sick leave hours by LDC, LDC/Operation, or LDC/Operation/Local Unit code.

► **Station Summary Report** lists work, overtime and sick leave hours by LDC for carrier stations.

► **Finance Description Report** will display information on finance number(s) selected, including ROG codes, CAG and office type.

► **Flash Reference Report** provides line item data totaling hours by LDC within function.

► **Finance Unit Descriptions Report** provides descriptions of finance units and pay locations.

► **Non-Mail Handler Casual Report** provides, for the Mail Handler's Union, a report of non-mail handler employees who worked in specified mail handler operations.

LTATS Reports (TAC860R0)

► **LTATS – Loaned Employee Report** displays those employees 'loaned to' another office. It displays work hours, overtime, and Penalty Overtime.

► **LTATS – Missing CAG A to G Report** displays missing LTATS (1236s) for small offices on timecards.

► **LTATS – Summary Report** displays work and overtime hours that have been transferred to a different LDC/DA or loaned to another office.

Miscellaneous Site Report (TAC840R0)

► **Miscellaneous Site Report** provides site descriptions and Finance and IS contacts for that site.

PPWk Reports (TAC840R0)

► **Non-Crossfoot Errors Report** lists employees who do not crossfoot for the week. This report is designed to be a tool at the end of the week, and it is recommended that it not be used until you are ready to release T&A data.

► **Pay Week Status Report** provides information regarding time transmitted to Minneapolis.

► **Weekly Form 1261 Report** provides employee clock rings in 1261 format.

► **Weekly Total Hours Report** provides the total amount of hours of each hours code and reason type recorded for the week.

► **Pay Period Report** provides the status of aggregate pay period clock ring data.

► **Pay Week Status Detail Report** provides pay period status for individual employees: on hold, ready to upload, or closed.

Schedule Reports (TAC120R0)

► **Guarantee Waivers/No Lunch Report** will display authorizations for Guaranteed Time Waivers (Transaction Code 092), and No Lunch (Transaction Code 093).

► **Hours Analysis Report** displays work, overtime, sick leave and annual leave hours for each employee.

► **Hours Type Inquiry Report** lists employees with a specific hours type and/or the hours reason codes.

► **Master Schedule Report** identifies 23 predefined schedules.

► **REHAB/PTR Holidays Report** is designed to list REHAB (LDC 6900) and Part Time Regular employees (designation 3XX) who may be entitled to holiday leave but due to their work schedules the system does not automatically generate the holiday leave. This report is only available during weeks that contain a holiday.

► **Daily Hours Report** lists employees in performance cluster, finance number, sub-unit and employee order. The first line for each employee is the indicative data (Employee ID, Name, RSC, LDC, etc.). The next line will be the hours the employee has worked in his/her base job. Subsequent lines will reflect any hours worked in higher level positions.

► **Schedule Report** lists employees that are in a selected schedule.

Timecard Entry Report (TAC820R0)

Time Certification Report consists of "FRONT of TIMECARD" data. The employees are listed in: Performance cluster, Finance number, Sub-unit, and Employee order.

User Reports (TAC010R0)

► **The User Access Report** shows users who have access to the system

► **The User Log Report** shows users who have logged on and off of TACS.

Valid Codes Report (TAC940R0)

Valid Codes Report provides a listing of valid national codes.

ARCHIVE REPORTS

The following nine (9) reports will be able to retrieve archive data in TACS. Data that is archived is available for three (3) years before being dropped.

Employee Reports

- Employee Everything Report

- Employee Listing Report

- Employee Moves Report

Finance Reports

- LDC/Operation Summary Report

- Station Summary

Schedule Reports

- Hours Analysis Report

- Daily Hours Report

Clock Ring Reports

- Ring Disallowance Report

Timecard Entry Reports

- Time Certification Report