UNITED STATES
POSTAL SERVICE

August 28, 2012

Mr. Cliff Guffey
President
American Postal Workers
 Union, AFL-CIO
1300 L Street, N.W.
Washington, DC 20005-4128

Certified Mail Tracking Number:
7011 2000 0002 7188 9297

Dear Cliff:

This letter serves as notification that the Postal Service proposes to transfer the work currently being performed by the Time and Attendance Collection System (TACS) Time & Attendance Clerk (PS-7) position, at the District and Plant field facilities, to a TACS Shared Services Help Desk function. The TACS Shared Services Help Desk is tentatively proposed to be located at the EAGAN Information Technology/Accounting Services facility in Eagan, Minnesota.

Staffing of the TACS Shared Services Help Desk would be comprised of Rate Schedule Code - N (RSC-N) Technicians at levels comparable to existing positions in the Eagan Accounting Services Payroll Branch, IT Help Desk, and at the St. Louis, Missouri, Accounting Help Desk (AHD) facility. Position descriptions and qualification standards will be determined by Organizational Effectiveness.

A study of activities performed by the approximately 337 TACS Time and Attendance Clerks was completed in April 2012 by the headquarters Organizational Effectiveness group. It is anticipated that approximately 100 bargaining unit positions will be required for the TACS Shared Services Help Desk operation, which will provide equivalent scheduling to most current TACS offices.

Any impact to bargaining unit employees will be in accordance with the Collective Bargaining Agreement (CBA). Any movement or reassignment of employees will be in accordance with Article 12. Initial cost savings, after implementation, are expected to be $16 million per year. The target implementation date is October 1, 2013.

Enclosed for your review is a copy of the Job Analysis Summary. If there are any questions, please contact Rickey Dean at extension 7412.

Sincerely,

Patrick M. Devine
Manager
Contract Administration (APWU)

Enclosure

AUG 2 5

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-4101
WWW.USPS.COM

(CA2012-637)

JOB ANALYSIS SUMMARY
IN SUPPORT OF THE
TIME AND ATTENDANCE COLLECTION SYSTEMS (TACS)

BACKGROUND

As a result of a Lean Six Sigma project, conducted by both the HQ Payroll group and the Area Accounting Managers, the VP of the Controller requested Organizational Effectiveness to conduct a study of the Time and Attendance Collection Systems (TACS). The review included job observations of Time & Attendance Clerks, P7-07 (occ code 0590-0005), focus groups with subject matter experts and a survey of incumbents, managers and supervisors. Participation in the survey was voluntary.

The objective of the study was to provide data and feedback on the core tasks performed by the 330 Time & Attendance Clerk positions (0590-0005) on-rolls. The feedback would be used in the Controller's evaluation of implementing a Shared Services Help Desk function of approximately 100 craft positions in a different APWU rate schedule for the Time & Attendance Collection Systems.

The study began in January 2012 after notifying the National American Postal Workers Union (APWU) and Area HR Managers. Organizational Effectiveness completed the review and evaluation in April 2012.

STUDY DEMOGRAPHICS

Job observations were conducted on 13% of encumbered Time & Attendance Clerks, P7-07 (occ code 0590-0005) at several facility types within the Capital Metro, Eastern, Great Lakes and Northeast Areas. Facility types included Area offices, National Distribution Centers (NDC), District offices, International Service Centers (ISC) and Processing and Distribution Centers (P&DC).

OBSERVATIONS BY FACILITY TYPE

Observations by Facility Type	
AO	33
NDC	4
District	3
ISC	3
P&DC	2

Focus groups were conducted with approximately 13% of on-rolls District Manager, Financial Compliance Programs as subject matter experts to review and validate the information collected during the job observations. Criteria for subject matter experts included a combination of managers from small and large Districts, that supervised Time & Attendance Clerks, and in the position for at least six months.

The 104 item survey of incumbents, managers and supervisors was completed by 167 respondents throughout all seven Areas: Capital Metro, Eastern, Great Lakes Northeast, Pacific, Southwest and Western Area. 82% of respondents were Time & Attendance Clerks, P7-07. The survey contained a list of tasks performed by Time & Attendance Clerks obtained through the job observations. The intention of the survey questions was to validate the frequency, complexity and importance of the tasks associated with the position.

SURVEY RESPONSE BY AREA

Area	Respondent Response
Capital Metro	14.79%
Eastern	16.57%
Great Lakes	13.02%
Northeast	14.79%
Pacific	4.14%
Southwest	15.38%
Western	21.30%

SURVEY RESULTS

Respondents rated the tasks associated with Time & Attendance Clerks, P7-07 based on frequency (daily, weekly and bi-weekly), importance and complexity. The following analysis and percentage tables reflect the respondent's level of agreement for core tasks when combining the two highest degrees of each measurement: frequency, importance and complexity.

ANALYSIS OF DAILY TASKS

According to frequency results (see Table 1) the core of *daily tasks* center on:
- Receiving email and fax requests from supervisors/managers.
- Assisting supervisors/managers in making corrections to clock ring errors.
- Maintaining badge card requests.
- Answering inquiries from the field on various types of leave.

Based on importance, the results also show receiving email and fax requests from supervisors/managers; assisting supervisors/managers in making corrections to clock ring errors; and answering inquiries from the field on various types of leave as the *most important of all daily tasks (95% and above of respondents)*. Although these tasks were deemed important, the results do not indicate that the tasks are highly complex (see Table 2).

The second group of *most important daily tasks (90-94% of respondents)* centered on performing quality checks in TACS, generating reports (missing time and ring error reports), and maintaining forms (see Table 2).
- Performing quality checks in TACS to ensure that information is accurate.
- Utilizing DDE as a resource to get information about an employee's payroll master file.
- Maintaining Form 1723.
- Generating missing time reports (in conjunctions with the clock ring error report).
- Responding to fax inquiries and following up.
- Generating clock ring error reports at least 3 times per day (for any errors older than 24 hours).

While maintaining badge card requests is a frequent task occurring daily, it falls into the third group of *most important daily tasks (89% of respondents)* when compared to those listed above (also noted in Table 2).

Generating reports and assisting management with *clock ring errors* ranked as a *very important task* of the Time & Attendance Clerk.

When focusing on complexity (see Table 3), respondents rated the following tasks as the *most complex of daily tasks (70-77% of respondents)*:
- Performing quality checks in TACS to ensure that information is accurate.
- Assisting supervisors/managers in making corrections to clock ring errors.
- Utilizing DDE as a resource to get information about an employee's payroll master file.
- Answering inquiries from the field on various type of leave.

TABLE 1
DAILY TASKS RATED BY FREQUENCY

TASKS	DAILY FREQUENCY
Receives emails and faxes from supervisors/managers to request information.	97.59%
Maintains badge card requests.	89.76%
Assists supervisors/managers in making corrections to clock ring errors.	89.22%
Responds to badge card request via emails.	87.95%
Answers inquiries from field on various types of leave (examples: annual leave, court leave).	86.83%
Maintains Form 1723.	83.93%
Utilizes DDE as a resource to get information about an employee's payroll master file.	82.94%
Generates clock ring error report at least 3 times per day (for any errors older than 24 hours).	82.63%
Performs quality checks in TACS to ensure that information is accurate.	81.76%
Utilizes TACS module to locate operation numbers.	81.76%
Responds to fax inquiry and provide follow up.	81.44%
Generates missing time report (in conjunctions with the clock ring error report).	74.25%
Generates badges for employees using computer software (upon request).	74.10%
Distributes clock ring error report to managers via email daily.	72.46%
Contacts each station daily to report clock ring errors.	72.29%
Generates employee everything report to check discrepancies with clock rings (upon request).	71.69%

TABLE 2
DAILY TASKS RATED BY IMPORTANCE AND COMPLEXITY

TASK	MOST IMPORTANT	MOST COMPLEX
Assists supervisors/managers in making corrections to clock ring errors.	98.80%	72.46%
Receives emails and faxes from supervisors/managers to request information.	95.78%	60.24%
Answers inquiries from field on various type of leave (examples: annual leave, court leave).	95.21%	70.66%
Performs quality checks in TACS to ensure that information is accurate.	93.53%	77.65%
Utilizes DDE as a resource to get info about an employee's payroll master file.	93.53%	72.35%
Maintains Forms 1723.	93.45%	63.69%
Generates missing time report (in conjunctions with the clock ring error report).	92.81%	47.90%
Responds to Fax inquiry and provide follow up.	92.81%	65.27%
Generates clock ring error report at least 3 times per day (for any errors older than 24 hours).	90.42%	51.50%
Maintains badge card requests.	89.76%	46.39%
Generates employee everything report to check discrepancies with clock rings (upon request).	89.16%	53.01%
Responds to badge card request via emails.	88.55%	40.96%
Contacts each station daily to report clock ring errors.	84.34%	53.01%
Distributes clock ring error report to managers via email daily.	81.44%	47.90%
Utilizes TACS module to locate operation numbers.	80.59%	44.71%
Generates badges for employees using computer software (upon request).	71.08%	41.57%

TABLE 3
DAILY TASKS RATED BY COMPLEXITY

TASK	MOST COMPLEX
Performs quality checks in TACS to ensure that information is accurate.	77.65%
Assists supervisors/managers in making corrections to clock ring errors.	72.46%
Utilizes DDE as a resource to get info about an employee's payroll master file.	72.35%
Answers inquiries from field on various type of leave (examples: annual leave, court leave).	70.66%
Responds to Fax inquiry and provide follow up.	65.27%
Maintains Forms 1723.	63.69%
Receives emails and faxes from supervisors/managers to request information.	60.24%
Generates employee everything report to check discrepancies with clock rings (upon request).	53.01%
Contacts each station daily to report clock ring errors.	53.01%
Generates clock ring error report at least 3 times per day (for any errors older than 24 hours).	51.50%
Generates missing time report (in conjunctions with the clock ring error report).	47.90%
Distributes clock ring error report to managers via email daily.	47.90%
Maintains badge card requests.	46.39%
Utilizes TACS module to locate operation numbers.	44.71%
Generates badges for employees using computer software (upon request).	41.57%
Responds to badge card request via emails.	40.96%

ANALYSIS OF WEEKLY AND BI-WEEKLY TASKS

Table 4 and Table 5 show respondent ratings of weekly and bi-weekly tasks of the Time & Attendance Clerks. For the purpose of this study, tasks were deemed significant if receiving a response of 50% or greater. There is a clear difference in the core reports for clock ring errors, leave and missing time against subsequent report tasks performed weekly and bi-weekly on employee and payroll reports. Tasks involving timecards for rural carriers produced significant results (see Table 5):

- Generating missing certificate report showing inaccurate timecard info for rural carriers
- Generates RTAC reports to verify timecards have been completed for rural carriers.
- Inputs timecards for rural carriers.

The drop in workload frequency may be a result of the Time & Attendance Clerks core responsibility to provide *daily* reporting, while District managers and supervisors are responsible for the review and correction of information provided in the reports. Information obtained in observations and focus groups revealed the Manager of the Time & Attendance Clerks can make changes to errors, but due to District size, this is a responsibility of District supervisors.

As part of the Lean Six Sigma process improvement, there is an opportunity to consolidate tasks on subsequent reports currently provided by Time & Attendance Clerks to management.

TABLE 4
WEEKLY TASKS RATED BY FREQUENCY

TASK	WEEKLY FREQUENCY
Generates employee comparison report to compare what shows in TACS versus HCES (every Thursday).	49.70%
Generates higher level detail report (daily to avoid payroll adjustment to upper level mgmt).	47.31%
Contacts supervisors/managers to advise that 1723 has expired and new 1723 is needed to extend detail.	46.39%
Generates higher level authorization report (checking to make sure the pay scale is correct).	34.13%
Directs calls about time clock maintenance issues to the ET's.	31.93%
Enters pay location holds to ensure incomplete data is not uploaded to the mainframe, per request by District.	30.95%
Reviews ELM to investigate and resolve payroll issues.	30.72%
Generates LTATS report to ensure hours are transferred to proper location (generated by request).	30.72%
Utilizes TACS employee maintenance module to give needed premium to NTFT employees.	30.36%

ANALYSIS OF WEEKLY AND BI-WEEKLY TASKS (continued)

TABLE 5
BI-WEEKLY TASKS RATED BY FREQUENCY

TASK	BI-WEEKLY FREQUENCY
Generates missing certificate report showing inaccurate timecard info for rural carriers (every other Monday).	62.87%
Generates RTAC reports to verify timecards have been completed for rural carriers.	62.28%
Inputs timecards for rural carriers.	57.14%
Enters pay location holds to ensure incomplete data is not uploaded to the mainframe, per request by District.	43.45%
Generates Rural EBR report to check rural timecard discrepancies (electronic badge reader).	27.54%
Reviews Rural Timekeeping Guide to investigate and resolve payroll issues.	23.49%

ANALYSIS OF NOT APPLICABLE TASKS

A little more than a third of the 330 Time & Attendance Clerks on-rolls at the time of the survey rated the following tasks as not applicable to the role the TACS Clerk. For the purpose of this study, tasks were deemed significant if receiving a response of 70% or greater. The applicability of the task may vary based on the Area, District or facility type. Even so, these tasks were identified through the observation or focus group and provide insight into significant inconsistencies in the role of the Time & Attendance Clerk.

As part of the Lean Six Sigma process improvement, there is an opportunity to determine the significance and consistency in these tasks provided by Time & Attendance Clerks.

TABLE 6
TASKS RATED AS NOT APPLICABLE

TASK	NOT APPLICABLE
Maintains Photo ID badge and system.	87.35%
Contacts GSA regarding supplies.	87.06%
Generates TE Carrier working 4 days or more report, downloads to excel, and compiles report.	83.23%
Generates query reports in Webcoins.	81.44%
Generates scheduled day off report for clerks and carriers, downloads to excel to compile final report.	80.84%
Inputs eBuys (order supplies, pick up and reconcile).	80.59%
Enters info on COP/OWCP master file spreadsheet.	79.76%
Generates sick leave ratio report.	78.44%
Generates mail handler work hours report (provide by LR to unions).	77.84%
Conducts FLSA review at least 8 quarterly.	75.88%
Provides classroom training to district employees.	74.85%
Generates veteran's funeral report.	71.26%
Generates Stand By report.	71.26%
Generates donor leave report.	70.66%
Generates Over 56 hour report and send to managers via email requesting justifications (in reference to PTF).	70.66%
Prepares FMLA, SLDC overage report - daily.	70.66%

APPENDIX

LISTS OF KNOWLEDGE, SKILLS & ABILITIES

	KNOWLEDGE, SKILLS, ABILITIES
1	Knowledge of computers
2	Knowledge of pay period system
3	Knowledge of policy and procedures regarding time and attendance
4	Knowledge of policy manuals and union contracts
5	Knowledge of basic payroll practices
6	Knowledge of leave policies and procedures
7	Ability to understand TACS program
8	Ability to work well with others
9	Ability to handle time sensitive material
10	Ability to handle confidential information
11	Ability to communicate orally and in writing
12	Ability to adapt to change
13	Ability to pay attention to detail
14	Ability to work without supervision
15	Ability to work as part of a team
16	Ability to have a good work ethic
17	Ability to do basic math calculations
18	Ability to interpret reports and forms
19	Ability to interpret policy manuals and union craft contracts
20	Ability to multi-task
21	Ability to have organizational skills
22	Ability to use Microsoft Word
23	Ability to use Microsoft Excel
24	Ability to use Microsoft Outlook
25	Ability to troubleshoot pay issues
26	Ability to complete projects in a timely manner
27	Ability to manage time and prioritize tasks
28	Ability to efficiently use the TACS system sufficient to pull reports.
29	Ability to be flexible and adapt to system problems
30	Ability to key sufficient to efficiently enter data into computer applications
31	Ability to detect and correct minor to complex pay problems
32	Ability to think critically
33	Ability to generate reports
34	Ability to analyze discrepancies
35	Ability to understand protocol
36	Ability to make informative decisions

JOB ANALYSIS SUMMARY
IN SUPPORT OF THE
TIME AND ATTENDANCE COLLECTION SYSTEMS (TACS)

COMPLETE LIST OF TASKS RANKED BY IMPORTANCE (PAGES 10-14).

CATEGORY	TASK	MOST IMPORTANT
Technical Assistance	Assists supervisors/managers in making corrections to clock ring errors.	98.80%
Support/Response	Receives emails and faxes from supervisors/managers to request information.	95.78%
Data Entry	Makes changes in TACS to rotating days off.	95.24%
Technical Assistance	Answers inquiries from field on various type of leave (example: annual leave, court leave.	95.21%
Data Analysis	Utilizes DDE as a resource to get info about an employee's payroll master file.	93.53%
Data Analysis	Performs quality checks in TACS to ensure that information is accurate.	93.53%
Data Verification/Entry and Retention	Maintains Forms 1723.	93.45%
Report Generation and Distribution/TACS	Generates missing time report (in conjunctions with the clock ring error report).	92.81%
Technical Assistance	Responds to Fax inquiry and provide follow up.	92.81%
Technical Assistance	Assists supervisors & managers in completing pay adjustments on Form 2240.	91.62%
Technical Assistance	Assists supervisors & managers in interpreting payroll journals.	90.42%
Report Generation and Distribution/TACS	Generates clock ring error report at least 3 times per day (for any errors older than 24 hours).	90.42%
Support/Response	Maintains badge card requests.	89.76%
Data Analysis	Reviews DDE/DR for HR/TACS discrepancies.	89.41%
Support/Response	Generates employee everything report to check discrepancies with clock rings (upon request).	89.16%
Support/Response	Responds to badge card request via emails.	88.55%
Research/Investigation	Reviews ELM to investigate and resolve payroll issues.	87.95%
Research/Investigation	Reviews F-21 to investigate and resolve payroll issues.	85.54%
Report Generation and Distribution/TACS	Generates HR to TACS report to ensure employees are placed in correct pay locations and proper schedules.	85.03%
Support/Response	Generates payroll journals in DDE (upon request).	84.34%

JOB ANALYSIS SUMMARY
IN SUPPORT OF THE
TIME AND ATTENDANCE COLLECTION SYSTEMS (TACS)

CATEGORY	TASK	MOST IMPORTANT
Support/Response	Contacts each station daily to report clock ring errors.	84.34%
Training	Provides training to new supervisors with assistance to make corrections in TACS.	82.63%
Report Generation and Distribution/TACS	Distributes clock ring error report to managers via email daily.	81.44%
Support/Response	Contacts supervisors/managers to advise that 1723 has expired and new 1723 is needed to extend detail.	81.33%
Research/Investigation	Reviews Rural Timekeeping Guide to investigate and resolve payroll issues.	80.72%
Data Analysis	Utilizes TACS module to locate operation numbers.	80.59%
Report Generation and Distribution/TACS	Generates missing certificate report showing inaccurate timecard info for rural carriers (every other Monday).	80.24%
Data Analysis	Reviews all employee Bid awards, and aligns TACS information to employee's bid assignment.	80.00%
Report Generation and Distribution/TACS	Generates employee comparison report to compare what shows in TACS versus HCES (every Thursday).	79.64%
Report Generation and Distribution/TACS	Generates RTAC reports to verify timecards have been completed for rural carriers.	79.64%
Support/Response	Directs calls about time clock maintenance issues to the ET's.	75.90%
Report Generation and Distribution/TACS	Generates daily raw ring report (unmatched report, no time card assigned to EIN or SSN) ran 2 times per daily.	75.45%
Data Entry	Enters new hires into TACS system.	75.00%
Data Entry	Inputs timecards for rural carriers.	72.02%
Data Entry	Enters pay location holds to ensure incomplete data is not uploaded to the mainframe, per request by District.	71.43%
Report Generation and Distribution/TACS	Generates unauthorized overtime report (sends to front line supervisor, MPOOS, and Finance Mgr).	71.26%
Support/Response	Generates badges for employees using computer software (upon request).	71.08%
Support/Response	Generates work hour reports for management (upon request).	70.48%
Report Generation and Distribution/TACS	Generates guaranteed time report, and calls each office to ensure time is correctly.	68.26%
Data Analysis	Reviews overtime hours in each office.	67.65%
Report Generation and Distribution/TACS	Generates higher level detail report (daily to avoid payroll adjustment to upper level mgmt).	67.07%
Report Generation and Distribution/TACS	Provides overtime report to supervisors/managers to show usage (daily, request from upper management).	67.07%

CATEGORY	TASK	MOST IMPORTANT
Support/Response	Generates TACS report on NTFT employees to ensure whether premium pay is due (upon request).	66.27%
Data Verification/Entry and Retention	Utilizes TACS employee maintenance module to give needed premium to NTFT employees.	65.48%
Support/Response	Prepares time/attendance reports for union investigations (clerks assist with).	64.46%
Report Generation and Distribution/TACS	Generates penalty overtime reports(pulled from scheduled hours report) sends to upper level manager.	63.47%
Support/Response	Notifies supervisor of needed premium on employees.	63.25%
Support/Response	Prepares time/attendance reports for EEOC investigations.	63.25%
Report Generation/Excel	Creates excel spreadsheets to capture TACS reporting data.	62.87%
Support/Response	Establishes auto lunch rings in system upon request.	62.65%
Technical Assistance	Troubleshoots pay issues with the HRSSC.	62.28%
Report Generation/Excel	Update excel spreadsheets from data exported from TACS.	61.68%
Support/Response	Generates valid codes report to provide des/act info (upon request).	60.84%
Data Verification/Entry and Retention	Maintains Forms 3189.	59.52%
Report Generation and Distribution/TACS	Generates Hours type inquiry report (notification to front line supervisor).	59.28%
Office Administration	Reviews payroll/salary advance requests for logging and recording and submits scanning and imaging center (SIC).	58.82%
Report Generation and Distribution/TACS	Generates Badge Module report to ensure proper sequencing of badge numbers (daily).	58.68%
Report Generation and Distribution/TACS	Generates guaranteed overtime report, ran 2 times per day (sends to front line supervisor with escalations).	58.68%
Report Generation and Distribution/TACS	Generates daily hrs report to view hrs for NTFT employees and determine if hrs worked are out of schedule.	58.08%
Data Verification/Entry and Retention	Process Notice of Separation Request.	56.55%
Report Generation and Distribution/TACS	Generates higher level authorization report (checking to make sure the pay scale is correct).	56.29%
Support/Response	Generates LTATS report to ensure hours are transferred to proper location (generated by request).	56.02%
Report Generation and Distribution/TACS	Generates, analyze , troubleshoots NTFTE reports.	53.89%
Report Generation and Distribution/TACS	Generates leave report to identify discrepancies.	53.89%
Report Generation and Distribution/TACS	Generates Stale clock ring error report.	52.69%

CATEGORY	TASK	MOST IMPORTANT
Report Generation and Distribution/TACS	Generates hours code 060 no pay report from TACS (checking for "reason code).	49.10%
Report Generation and Distribution/TACS	Generates administrative leave report.	49.10%
Data Verification/Entry and Retention	Maintains Forms 3971.	48.81%
Report Generation and Distribution/TACS	Generates 049, 071 reports to determine if any new employees are coded COP or OWCP.	46.11%
Data Verification/Entry and Retention	Maintains Forms 1260.	45.83%
Data Analysis	Conducts ring disallowance audits (1017A).	44.71%
Data Verification/Entry and Retention	Maintains Forms 1261.	44.64%
Data Analysis	Monitors the Adjust Pay system to ensure improper adjustments are not being done daily.	44.12%
Support/Response	Administers TACS access to new supervisors.	43.98%
Report Generation and Distribution/TACS	Generates Rural EBR report to check rural timecard discrepancies (electronic badge reader).	43.71%
Data Verification/Entry and Retention	Maintains union requests (1700 Report)	43.45%
Report Generation and Distribution/TACS	Generates Holiday report to rectify holiday pay discrepancies.	43.11%
Report Generation and Distribution/TACS	Generates pay week status detail report.	43.11%
Support/Response	Utilizes CTAPS for payroll input (for dual appointed PMR, PSE).	41.57%
Data Verification/Entry and Retention	Processes 1476 requests (employee bids, this is the old process, the new form is generated through HRSSC).	39.88%
Technical Assistance	Assists statistical programs to monitor mail piece observation activities.	39.52%
Report Generation and Distribution/TACS	Generates employee on clock report to show carriers on the street after 5PM (1700 Report).	39.52%
Report Generation and Distribution/TACS	Generates leave without pay report (can be hours type inquiry used to provide an LWOP rate).	37.13%
Report Generation and Distribution/TACS	Prepares tour deviation report (early start report).	37.13%
Technical Assistance	Responds to inquiries regarding eFLASH reports.	35.93%
Report Generation and Distribution/TACS	Generates Function 2 & 4 reports for management (done by budget).	35.93%
Report Generation and Distribution/TACS	Generates Over 56 hour report and send to managers via email requesting justifications (in reference to PTF).	35.33%

CATEGORY	TASK	MOST IMPORTANT
Support/Response	Performs IOCS readings.	34.94%
Training	Provides classroom training to district employees.	33.53%
Data Analysis	Conducts FLSA review at least 8 quarterly.	27.06%
Report Generation and Distribution/TACS	Generates donor leave report.	26.95%
Report Generation and Distribution/TACS	Generates Stand By report (daily by operation number).	25.75%
Report Generation and Distribution/TACS	Generates veterans funeral report.	25.75%
Report Generation and Distribution/TACS	Prepares FMLA, SLDC overage report - daily.	24.55%
Report Generation/Excel	Generates scheduled day off report for clerks and carriers, downloads to excel to compile final report.	22.75%
Report Generation and Distribution/TACS	Generates Stand By report.	22.75%
Report Generation/Excel	Generates TE Carrier working 4 days or more report, downloads to excel, and compiles report.	20.96%
Report Generation and Distribution/TACS	Generates mail handler work hours report (provide by LR to unions).	20.96%
Data Entry	Enters info on COP/OWCP master file spreadsheet.	20.83%
Report Generation and Distribution/TACS	Generates sick leave ratio report.	19.76%
Report Generation and Distribution/TACS	Generates query reports in Webcoins.	19.76%
Support/Response	Maintains Photo ID badge and system.	17.47%
Office Administration	Inputs eBuys (order supplies, pick up and reconcile).	15.29%
Office Administration	Contacts GSA regarding supplies.	10.00%

COMPLETE LIST OF TASKS RANKED BY IMPORTANCE (PAGES 15-19).
The 70-100% range show tasks significantly not applicable; 40-70% range marginal applicability; and 40% or less range greater applicability. Please note, many in the 40-70% range are reports and forms, whereas, 40% or less show more occurrences of "upon request" making if more applicable.

TASK	NOT APPLICABLE
Maintains Photo ID badge and system.	87.35%
Contacts GSA regarding supplies.	87.06%
Generates TE Carrier working 4 days or more report, downloads to excel, and compiles report.	83.23%
Generates query reports in Webcoins.	81.44%
Generates scheduled day off report for clerks and carriers, downloads to excel to compile final report.	80.84%
Inputs eBuys (order supplies, pick up and reconcile).	80.59%
Enters info on COP/OWCP master file spreadsheet.	79.76%
Generates sick leave ratio report.	78.44%
Generates mail handler work hours report (provide by LR to unions).	77.84%
Conducts FLSA review at least 8 quarterly.	75.88%
Provides classroom training to district employees.	74.85%
Generates veteran's funeral report.	71.26%
Generates Stand By report.	71.26%
Generates donor leave report.	70.66%
Generates Over 56 hour report and send to managers via email requesting justifications (in reference to PTF).	70.66%
Prepares FMLA, SLDC overage report - daily.	70.66%
Generates Stand By report (daily by operation number).	68.26%
Performs IOCS readings.	65.06%

JOB ANALYSIS SUMMARY
IN SUPPORT OF THE
TIME AND ATTENDANCE COLLECTION SYSTEMS (TACS)

TASK	NOT APPLICABLE
Generates Function 2 & 4 reports for management (done by budget).	61.68%
Processes 1476 requests (employee bids, this is the old process, the new form is generated through HRSSC). ·	61.31%
Prepares tour deviation report (early start report).	61.08%
Monitors the Adjust Pay system to ensure improper adjustments are not being done daily.	60.00%
Utilizes CTAPS for payroll input (for dual appointed PMR, PSE).	58.43%
Generates employee on clock report to show carriers on the street after 5PM (1700 Report).	58.08%
Generates leave without pay report (can be hours type inquiry used to provide an LWOP rate).	57.49%
Generates Rural EBR report to check rural timecard discrepancies (electronic badge reader).	56.89%
Conducts ring disallowance audits (1017A).	55.88%
Administers TACS access to new supervisors.	55.42%
Generates pay week status detail report.	55.09%
Assists statistical programs to monitor mail piece observation activities.	55.09%
Maintains Forms 1261.	53.57%
Generates 049, 071 reports to determine if any new employees are coded COP or OWCP.	52.69%
Generates Holiday report to rectify holiday pay discrepancies.	51.50%
Maintains Forms 1260.	51.19%
Maintains Forms 3971.	50.60%
Responds to inquiries regarding eFLASH reports.	49.70%
Generates, analyzes, troubleshoots NTFTE reports.	46.71%
Maintains union requests (1700 Report)	46.43%
Reviews payroll/salary advance requests for logging and recording and submits scanning and imaging center (SIC).	45.29%

TASK	NOT APPLICABLE
Generates administrative leave report.	44.91%
Generates leave report to identify discrepancies.	44.31%
Generates hours code 060 no pay report from TACS (checking for "reason code).	44.31%
Generates daily hrs report to view hrs for NTFT employees and determine if hrs worked are out of schedule.	43.11%
Generates higher level authorization report (checking to make sure the pay scale is correct).	43.11%
Process Notice of Separation Request.	40.48%
Generates Stale clock ring error report.	40.12%
Generates guaranteed overtime report, ran 2 times per day (sends to front line supervisor with escalations).	38.92%
Generates Badge Module report to ensure proper sequencing of badge numbers (daily).	38.32%
Creates excel spreadsheets to capture TACS reporting data.	37.72%
Generates LTATS report to ensure hours are transferred to proper location (generated by request).	37.35%
Updates excel spreadsheets from data exported from TACS.	36.53%
Generates penalty overtime reports (pulled from scheduled hours report) sends to upper level manager.	34.13%
Utilizes TACS employee maintenance module to give needed premium to NTFT employees.	33.93%
Maintains Forms 3189.	33.33%
Troubleshoots pay issues with the HRSSC.	31.74%
Notifies supervisor of needed premium on employees.	30.72%
Generates Hours type inquiry report (notification to front line supervisor).	30.54%
Generates TACS report on NTFT employees to ensure whether premium pay is due (upon request).	30.12%
Generates guaranteed time report, and calls each office to ensure time is correctly.	29.94%
Provides overtime report to supervisors/managers to show usage (daily, request from upper management).	29.94%

JOB ANALYSIS SUMMARY
IN SUPPORT OF THE
TIME AND ATTENDANCE COLLECTION SYSTEMS (TACS)

TASK	NOT APPLICABLE
Inputs timecards for rural carriers.	28.57%
Enters new hires into TACS system.	27.38%
Prepares time/attendance reports for EEOC investigations.	26.51%
Generates higher level detail report (daily to avoid payroll adjustment to upper level mgmt).	26.35%
Generates valid codes report to provide des/act info (upon request).	25.30%
Generates unauthorized overtime report (sends to front line supervisor, MPOOS, and Finance Mgr).	23.95%
Generates work hour reports for management (upon request).	22.89%
Generates badges for employees using computer software (upon request).	21.69%
Prepares time/attendance reports for union investigations (clerks assist with).	21.69%
Provides training to new supervisors with assistance to make corrections in TACS.	21.56%
Generates employee comparison report to compare what shows in TACS versus HCES (every Thursday).	20.96%
Enters pay location holds to ensure incomplete data is not uploaded to the mainframe, per request by District.	20.83%
Reviews overtime hours in each office.	20.59%
Generates daily raw ring report (unmatched report, no time card assigned to EIN or SSN) ran 2 times per daily.	19.76%
Reviews all employee Bid awards, and aligns TACS information to employee's bid assignment.	18.82%
Reviews Rural Timekeeping Guide to investigate and resolve payroll issues.	16.87%
Generates RTAC reports to verify timecards have been completed for rural carriers.	16.77%
Generates missing certificate report showing inaccurate timecard info for rural carriers (every other Monday).	16.77%
Generates HR to TACS report to ensure employees are placed in correct pay locations and proper schedules.	15.57%
Reviews F-21 to investigate and resolve payroll issues.	13.25%
Establishes auto lunch rings in system upon request.	12.65%
Reviews DDE/DR for HR/TACS discrepancies.	12.35%

JOB ANALYSIS SUMMARY
IN SUPPORT OF THE
TIME AND ATTENDANCE COLLECTION SYSTEMS (TACS)

TASK	NOT APPLICABLE
Contacts each station daily to report clock ring errors.	11.45%
Distributes clock ring error report to managers via email daily.	11.38%
Contacts supervisors/managers to advise that 1723 has expired and new 1723 is needed to extend detail.	10.84%
Reviews ELM to investigate and resolve payroll issues.	9.04%
Assists supervisors & managers in completing pay adjustments on Form 2240.	8.38%
Generates clock ring error report at least 3 times per day (for any errors older than 24 hours).	7.78%
Generates payroll journals in DDE (upon request).	7.23%
Makes changes in TACS to rotating days off.	6.55%
Directs calls about time clock maintenance issues to the ET's.	6.02%
Assists supervisors & managers in interpreting payroll journals.	5.39%
Maintains Forms 1723.	5.36%
Performs quality checks in TACS to ensure that information is accurate.	5.29%
Utilizes TACS module to locate operation numbers.	5.29%
Utilizes DDE as a resource to get info about an employee's payroll master file.	5.29%
Maintains badge card requests.	4.22%
Responds to badge card request via emails.	4.22%
Generates employee everything report to check discrepancies with clock rings (upon request).	3.61%
Generates missing time report (in conjunctions with the clock ring error report).	3.59%
Responds to Fax inquiry and provide follow up.	2.40%
Receives emails and faxes from supervisors/managers to request information.	0.60%
Assists supervisors/managers in making corrections to clock ring errors.	0.60%
Answers inquiries from field on various type of leave, ex annual leave, court leave.	0.00%