



Standard Operating Instruction
March 26, 2009

EMPLOYEE TIME CARD CONTROL

Purpose:

The purpose of this Standard Operating Instruction is to provide clear, concise instructions on the proper control of employee's time cards. Proper control of time cards will assist us in managing our employee's clock rings effectively and efficiently. This SOI focuses on the following three specific areas:

- Supervisory oversight of the badge control and clock ring processes
- Supervisory follow up to adjust the scheduled begin times in DOIS and TACS when carriers are directed to report earlier than their normal begin time
- Supervisory follow up to authorize overtime in DOIS and TACS in a timely manner to reduce the amount of unauthorized overtime

To ensure supervisory oversight of the badge control and clock ring process is implemented properly, the following procedures are mandated effective immediately:

Procedures:

The following procedures must be followed to ensure that all employee's time cards are issued, retrieved, and accounted for daily.

1. Effective immediately, all delivery units must have a locking badge rack.
2. Time cards or badges are to be secured in locked racks when not in active use by employees or authorized personnel. Managers and supervisors must control employees access to time cards and badges through the locking and unlocking of the badge rack. Employees will not retain the card after clocking in or out unless given specific authorization from the supervisor to do so.

3. Supervisors must not permit employees to clock in earlier than .08 units (5 minutes) from begin tour or later than .08 units after end tour. Any deviations will be addressed and documented. The supervisor has the additional responsibility to ensure that employees required to clock in and clock out for lunch do so within the allotted time.
4. Efforts must be made to minimize the staggering of employees' scheduled reporting times to assure supervisory control of clock rings.
5. Delivery supervisors are required to adjust the scheduled starting times in DOIS/TACS when carriers are directed to report earlier than their scheduled begin time.
6. Delivery supervisors must record authorized overtime in DOIS and/or TACS prior to the overtime occurrence. All unauthorized overtime must be addressed with employee and documented on PS Form 1017-B.
7. Supervisors must ensure all permanent schedules are correct in TACS. If adjustments are needed to employees bid scheduled reporting time, a Fm OM-400 must be submitted to HRSSC.
8. Supervisors will determine the necessary actions to take for attendance deviations, i.e. leave. Postmasters and Station Managers are responsible for documenting the administrative actions that are warranted.

Responsibilities:

Postmaster/Station Manager:

Each postmaster or station manager is responsible for ensuring this Time Card Control SOI is effectively implemented.

Delivery Supervisor:

Each delivery supervisor is responsible for ensuring their employees understand and follow the procedures outlined in this SOI.

Operations Programs Support:

Will monitor delivery units for compliance to this SOI.

For further reading, see Handbook F-401, *Supervisor's Guide to Scheduling and Premium Pay*.



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