Entering Information in the Electronic Time Clock (ETC) for Assistance Provided to Other Routes

WHEN PROVIDING OFFICE ASSISTANCE

Press **"MOVE"**   Press **"OFFICE"**

Type in the number of the route that your are assisting. This will be a six digit number that begins with 0 followed by the last two numbers of the zip code for that route and then one or two zeros and the number of the route. Example for route 2 in the 20886 zip code would be 086002   Route 15 in the 20878 zip code would be 078015

Then swipe your badge

WHEN YOU HAVE FINISHED PROVIDING OFFICE ASSISTANCE

Press **"MOVE"**   Press **"OFFICE"**

Type in the number of the route you are assigned to that day (as above)

Swipe your badge

WHEN PROVIDING STREET ASSISTANCE AND ENTERING THE INFORMATION WHEN YOU RETURN FROM THE STREET

Press **"MOVE"**   Press **"STREET"**

Type in the number of the route that you assisted (as above)

Type in the time that you started to provide assistance in decimal hours (3:30 would be 1550). See the conversion chart.

Swipe your badge   **Press "MOVE"**   Press **"STREET"**

Type in **YOUR** route number (as above) **Type in the time** you finished providing assistance to the other route, **Swipe your badge**

TIME CONVERSION TABLE

Postal timekeepers use a combination of military time (for the hours) and decimal time (for the minutes). Hours in the morning need no conversion, but use a zero before hours below 10; to show evening hours, add 12. (Examples: 6:00 am = 0600; 1:00 pm = 1300.) Using this chart, convert minutes to fractions of one hundred. Thus, 15 mins. = .25, 30 mins. = .50, 45 mins. = .75, and so forth. (Examples: 8:15 am = 0825; 4:40 pm = 1667.)

Ordinary Time Clock	24-Hour Time Clock
12 Midnight	0000
1 AM	0100
2 AM	0200
3 AM	0300
4 AM	0400
5 AM	0500
6 AM	0600
7 AM	0700
8 AM	0800
9 AM	0900
10 AM	1000
11 AM	1100
12 Noon	1200
1 PM	1300
2 PM	1400
3 PM	1500
4 PM	1600
5 PM	1700
6 PM	1800
7 PM	1900
8 PM	2000
9 PM	2100
10 PM	2200
11 PM	2300

Minutes	Hundredths	Minutes	Hundredths	Minutes	Hundredths
0	.00	21	.35	41	.68
1	.02	22	.37	42	.70
2	.03	23	.38	43	.72
3	.05	24	.40	44	.73
4	.07	25	.42	45	.75
5	.08	26	.43	46	.77
6	.10	27	.45	47	.78
7	.12	28	.47	48	.80
8	.13	29	.48	49	.82
9	.15	30	.50	50	.83
10	.17	31	.52	51	.85
11	.18	32	.53	52	.87
12	.20	33	.55	53	.88
13	.22	34	.57	54	.90
14	.23	35	.58	55	.92
15	.25	36	.60	56	.93
16	.27	37	.62	57	.95
17	.28	38	.63	58	.97
18	.30	39	.65	59	.98
19	.32	40	.67		
20	.33				