

MANAGER, CUSTOMER SERVICE
POTOMAC BRANCH POST OFFICE



TO: ALL EMPLOYEES

You are your best Time Keeper

To get paid correctly,

- Make sure, you have your good four rings for the day. For Carriers (BT, MV to Street, MV to Office, ET) All employees, with the exception of carriers on the street are expected to make the out to lunch and in from lunch clock rings.

USE THE FOLLOWING GUIDE TO MAKE THE APPROPRIATE CLOCK RINGS:

JOB DESCRIPTION	OPR #	JOB DESCRIPTION	OPR#
DISTRIBUTION	240	ROUTER	710
MAIL HANDLER	240	OFFICE	722
WINDOW SERVICES	355	STREET	721
CAGE CLERK	544	COLLECTIONS	731
GENERAL CLERK	558	COMBINATION ROUTES	737
NIXIE CLERK	559	EXPRESS MAIL DELIVERY	739
EXPRESS MAIL CLERK	583	CASE LABELS/EDIT BOOKS	743
STEWARD TIME	608	D/S TRAINING (CARRIERS)	782
BRM CLERK	741	STEWARD TIME	613
BOX SECTIN CLERK	769		
C/S TRAINING (CLERKS)	784		
UBBM	794		
SSPC TECH	982		
LIMITED DUTY	959		
LABOR CUSTODIAN	747		

- In the even the EBR timeclock is not operating, you must complete a PS Form 1260 and submit to your supervisor at the end of your tour.
- Early, late or no lunch needs to be approved by your supervisor in advance.
- If you are Late or leaving early for any reason, you must complete and submit a PS Form 3971 before ending your tour and submit to management. Failure to submit, will result in LWOP and/or AWOL charges.
- Management may not input any changes or editions to your clock rings without proper documentation that is signed and approved.

If you have any questions regarding your rings or pay, please see your supervisor.

10221 RIVER RD
POTOMAC MD 20854-9998
301-983-4872

FAX:

**DELIVERY SERVICES
MODS OPERATION NUMBERS
FUNCTION 2**

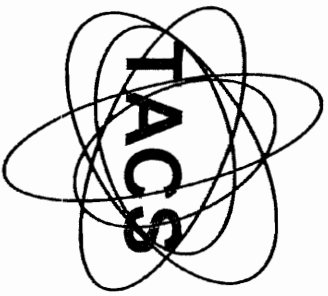
MODS OPERATION #	<u>DESCRIPTION OF ACTIVITY</u>
354	STANDBY – DELIVERY SERVICES
613	STEWARDS – CARRIERS UNION TIME
614	STEWARDS – SPECIAL DELIVERY MESSENGER
622	TRAVEL – DELIVERY SERVICES
632	MEETING TIME – DELIVERY SERVICES
705	MANAGER/SUPERVISOR – DELIVERY SERVICES
707	MANAGER/SUPERVISOR – ROUTE EXAMINATION
708	MANAGER/SUPERVISOR – OTHER DELIVERY/CUST SERVICE
709	ROUTERS
710	ROUTERS
711	ROUTERS
713	VIM ROUTE – STREET
714	VIM ROUTE – OFFICE
715	2 TRIP BUSINESS – STREET
716	2 TRIP BUSINESS – OFFICE
717	1 TRIP BUSINESS – STREET
718	1 TRIP BUSINESS – OFFICE
719	RESIDENTIAL FOOT – STREET
720	RESIDENTIAL FOOT – OFFICE
721	RESIDENTIAL MOTOR – STREET
722	RESIDENTIAL MOTOR – OFFICE
723	2 TRIP MIXED FOOT – STREET
724	2 TRIP MIXED FOOT – OFFICE
725	2 TRIP MIXED MOTOR – STREET
726	2 TRIP MIXED MOTOR – OFFICE
727	1 TRIP MIXED FOOT – STREET
728	1 TRIP MIXED FOOT – OFFICE
729	1 TRIP MIXED MOTOR – STREET
730	1 TRIP MIXED MOTOR – OFFICE
731	COLLECTION STREET
732	COLLECTIONS OFFICE
733	PARCEL POST – STREET
734	PARCEL POST – OFFICE
735	RELAY – STREET
736	RELAY - OFFICE
737	COMBINATION - STREET
738	COMBINATION – OFFICE
739	CARRIER DRIVERS - STREET
740	CARRIER DRIVERS - OFFICE
743	CARRIER CUSTOMER SUPPORT ACTIVITIES
744	SPECIAL DELIVERY MESSENGER
757	CITY EMPLOYEE ON RURAL ROUTES
768	CITY CARRIER – TERTIARY DISTRIBUTION

HOURS CODES (payroll code)

010	Begin Tour	070	Stewards Duty Time
011	Move	071	Continuation of Pay Leave
012	Out to Lunch	072	Sunday Premium
013	In from Lunch	073	Out of Schedule Premium
014	End Tour	074	Christmas Work
024	AWOL	076	Non-scheduled cross-foot
028	Holiday Annual Leave Exchange	077	Civil Defense Leave
035	Extra Straight Time	078	Act of Nature Leave
043	Penalty Overtime Payment (POP)	080	Relocation Leave
044	Military LWOP	081	Civil Disorder Leave
046	Donated Leave - Personal	082	Travel Within Schedule
048	Holiday Schedule Premium	083	Travel Outside Schedule
052	Work Hours	084	Union Official Leave
053	Overtime Hours	085	Voiting Leave
054	Night Work Premium Hours	086	Other Paid Leave
055	Annual Leave	088	Non-bargain Reschedule Premium
056	Sick Leave	090	Higher Level Authorization
057	Holiday Work	091	Overtime Authorization
058	Holiday Leave	092	Disallow Guarantee Time
059	Part Day LWOP	093	No Lunch Punch
060	Full Day LWOP		
061	Court Leave		
062	Guarantee Time		
063	TE cross-foot (also for code 035)		
065	Meeting Time		
067	Military Leave		
068	Guarantee Overtime		
069	Blood Donor Leave		

REASON CODES (Hours / Payroll/Reason)

024	00	AWOL
024	09	AWOL - Late
028	00	Holiday Annual Leave Exchange - Regular
049	00	OWCP - Regular
055	00	Annual Leave - Regular
055	01	Annual Leave - In Lieu of Sick Leave
055	09	Annual Leave - Late
055	10	Annual Leave - Emergency
055	99	Annual Leave - Family Medical Leave
056	00	Sick Leave - Regular
056	09	Sick Leave - Late
056	11	Sick Leave - Restricted
056	97	Sick Leave - Dependent Care
056	98	Sick Leave - FMLA Dependent Care
056	99	Sick Leave - Family Medical Leave
059	00	Part Day LWOP
059	01	Part Day LWOP in Lieu of Sick Leave
059	02	Part Day LWOP - Proffered
059	03	Part Day LWOP - Personal
059	04	Part Day LWOP - Other
059	05	Part Day LWOP - Maternity
059	06	Part Day LWOP - Suspension
059	08	Part Day LWOP - Suspending Term
059	09	Part Day LWOP - Late
059	59	Part Day LWOP - Generated
059	99	Part Day LWOP - Family Medical Leave
060	00	Full Day LWOP
060	01	Full Day LWOP - In Lieu of Sick Leave
060	02	Full Day LWOP - Proffered
060	03	Full Day LWOP - Personal
060	04	Full Day LWOP - Other
060	05	Full Day LWOP - Maternity
060	06	Full Day LWOP - Suspension
060	08	Full Day LWOP - Suspension Pending Term.
060	09	Full Day LWOP - Late
060	99	Full Day LWOP - Family Medical Leave



Rate Schedule Codes:
P - Clerks
M - Mailhandlers
Q - Carriers
E - EAS Employees
S - PCES