TACS Reports

Active Operations Reports

- **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 authorized.
- **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

- **Badge Assignment** is a report that describes all badges that an employee has been issued. This information includes badge type, sequence number and badge ID.
- **Unassigned Badges** lists the badges that have been created but not assigned.
- **Badge Type Listing** prints a list of the current badge types.

Clock Ring Reports

- **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** this report contains all the data in a ring. The rings can be accessed by several methods, SSN, Poller ID etc... or by 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.
- **SDO Overtime** reports overtime on a scheduled day off.

Employee Reports

- **Authorized Higher Level Report** lists employees who have been authorized Higher Level.
- **Automatic Higher Level Report** lists employees who have worked 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 Listing Report** lists the employees within the office.
- **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.