



July 25, 2006

TO: ALL AREA MANAGERS, LABOR RELATIONS

SUBJECT: Performance of Bargaining Unit Work under the Time and Attendance Collection System (TACS)

Recently, the issue of bargaining unit timekeeping duties in a TACS environment has been the subject of increased grievance/arbitration activity. Although TACS has changed the timekeeping landscape and automated a number of duties, TACS has not totally eliminated all bargaining unit functions previously assigned to timekeepers.

Examples of bargaining unit timekeeping duties remaining are indicated below:

- a. Compute daily and weekly (manual timecard) totals and record entries where required. (F-21, 114.2b)
- b. Use the Employee Maintenance Module to add and delete employees, create temporary job assignments, and keep employee master files current. (TACS T&A Clerk Course 31267-03, p.1)
- c. Use the Badge Maintenance Module to create and assign badge IDs, and maintain badge reports to track badges. (TACS T&A Clerk Course 31267-03, p1)
- d. ...if clerks are performing the current RTAPS input, then they may continue to perform this function in Rural TACS. The rural 1314 and 1314-A time certificates are supervisor authorized documents and may be input by clerks. (Rural TACS FAQs) <http://blue.usps.gov/tacs/files/ruralfaq.doc>
- e. Assist the supervisor in preparation and/or submission of a properly approved Form 2240 payroll adjustment. (F-21, 711.6)
- f. Maintain files of forms that support time and attendance entries. (F-21, 114.2d)
- g. Assist the supervisor in timekeeping functions as the supervisor may require. (F21, 114.2e)
- h. Answer time and attendance inquiries. (F-21, 114.2g)

To ensure compliance with the Collective Bargaining Agreement and the F-21 Time and Attendance Manual, management should perform non-bargaining unit work only. If there are any questions regarding the correct application of the Collective Bargaining Agreement, please contact Clifton Wilcox at (202) 268-5916.

Sincerely,

A handwritten signature in black ink that reads "John W. Dockins".

John W. Dockins  
Manager  
Contract Administration (APWU)

Bcc: Mr. Tulino  
Mr. DeMarco  
Mr. Daigneault  
Mr. Dockins  
Ms. Hayden  
Mr. A.J. Johnson  
Ms. Martin  
Mr. Rachel  
Mr. Evans  
Mr. Wilcox  
Ms. Dukes  
Mr. Boardman  
Mr. Manuel

File: TACS (Bargaining Unit Work)  
Chron  
Reading (Wilcox)

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