Employee Resource Management

UNITED STATES POSTAL SERVICE

May 14, 2013

Human Resources Managers (Area)

SUBJECT: Time and Attendance Collection System Training

Effective immediately the training requirements for newly promoted supervisors enrolled in the New Supervisor Program has been modified. The three previous Time and Attendance Collection System (TACS) related courses listed below will remain in the overall program. The TACS Supervisory course is the only *mandatory* course and the other two are now *optional*.

- TACS Supervisory – LMS Course #3126701 (*Mandatory*)
- Time is Money – LMS Course #2156400 (*Optional)*
- Fundamentals of Timekeeping – LMS Course #3150105S (*Optional*)

In addition to the change for newly promoted supervisors, effective May 18th the Lead Clerk job descriptions were modified to incorporate the following language:

"Make supervisor approved entries to correct time and attendance records and retains required supporting documents".

This modification will enable the Lead Clerks access to TACS through a newly created Lead Clerk Clock Office role.

Similar to the training requirement above for newly promoted supervisors, the only *mandatory* training for the Lead Clerk position is the TACS Supervisory Course, LMS #3126701.

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