

# Guide to Rural Time and Attendance

## PS Form 4240, Rural Carrier Trip Report

### Employee's Responsibilities

- Make daily entries in Columns 1-6 and the "Remarks" section, if applicable
- Note route changes such as increase/decrease to stops, boxes, miles, etc. on the back of the form
- Sign and date the completed form

### Management's Responsibilities

- Complete all information blocks on upper portion of the form
- Total actual daily time, overtime, and weekly work hours
- Verify trips crossfoot to 6 trips (during holiday weeks, trips should crossfoot to 5 trips)
- Initial after time and trips are verified
- Sign and date the completed form

**Records Retention** – All records should be maintained indefinitely; this includes the rural certificate (PS Form 1314 and 1314-A), PS Form 1236, PS Form 3971, and adjustment authorization and documentation. The AS-353 stipulates Leave application and overtime records are retained 3 years. Time and attendance records (other than payroll) and local payroll records are retained 3 years. Automated payroll records are retained 10 years.

**Electronic PS Form 4240** – The Excel-based version of PS Form 4240 is maintained by Delivery Operations. Any questions about this version of the form should be directed to this group.

## Second Trip

Entry for additional trip(s) is necessary when management authorizes or requires a carrier to make deliveries after returning from their standard street duties.

- Enter time for the second trip, by week, in the "Second Trip" box
- Calculate second trip time for Regular Rural Carriers and Leave Replacements using the formula:  

$$2 \times [\text{second trip mileage}] + [\text{loading time}] = \text{second trip time}$$
- Include second trip mileage in EMA mileage deviation calculation, if route and deviation exceeds a total of 40 miles.

## Preparing Adjustments

If the adjustment is related to a document outside timekeeping (e.g., PS Form 4003, *Official Rural Route Description*), notify Delivery Operations of the incorrect data for corrective action.

### PS Form 2240-R/RA, Rural Pay or Leave Adjustment Request

- Use PS Form 2240-R for an adjustment to PS Form 1314
- Use PS Form 2240-RA for an adjustment to PS Form 1314-A
- Enter the corrected information
- Enter remarks to explain correction
- Submit form to the Imaging Center
- Eagan will process adjustment

### PS Form 8127, Rural Carrier Supplemental Payment

- Up to 1 hour per PP may be entered on the PS Form 1314 rather than using the manual form
- Use the form only for regular carriers (71-0)
- Include all PS Form 8127 time; not just the adjustment to be paid
- Enter justification for the payment
- Submit form to the Imaging Center
- Eagan will process the adjustment

## Days Assigned Carrier Absence (DACA) Codes

Code	Description	Replacement Needed	Regular's Workhours Needed
<b>PS Form 1314</b>			
A	Annual Leave	Yes	No
C	Continuation of Pay	Yes	No
D	Donated Leave	Yes	No
E	Limited Duty	Yes	Yes (Limited Duty)
F	QWL/EI	Yes	Yes
H	Holiday Leave	No	No
J	11 Day Route	Yes	No
K	10 Day Route	Yes	No
L	LWOP (Leave Without Pay)	Yes	No
M	Military Leave	Yes	No
N	Military LWOP	Yes	No
O	Other Leave	Yes	No
P	Work Hours Other Than Rural	Yes	Yes
R	Relief Day Worked (No Relief Available)	No	Yes
S	Sick Leave	Yes	No
T	Training	Yes	Yes (Actual & Train)
U	AWOL (Absent Without Leave)	Yes	No
V	Holiday Work	No	Yes
W	IOD/LWOP	Yes	No
X	Relief Day Taken (Worked an "R" or "3" day)	Yes	No
Z	Steward Duty	Yes	Yes/No
2	National/Local Admin Leave	Yes/No	No
3	Relief Day Worked-Pay 50% of Evaluation plus an "X" day	No	Yes
4	Day of Reflection	Yes	No
5	Relief Day Worked-Pay 150%	No	Yes
6	Court Leave	Yes	No
<b>PS Form 1314-A</b>			
H	Holiday	No	No
N	No Service	Yes	No
2	National/Local Admin Leave	Yes/No	No