

Rural Timekeeping

RURAL CARRIER TIMEKEEPING COURSE # 31G01-7

Accounting/Delivery June, 2005

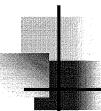


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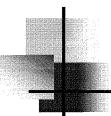


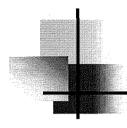
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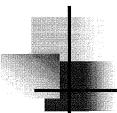
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Rural Timekeeping Procedures

This presentation is intended to be a guide for learning the basics of Rural Carrier timekeeping. It is not a replacement for any USPS rules and regulations.



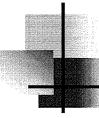
PS 4240 Rural Carrier Trip Report



PS 4240 Rural Carrier Trip Report

- Complete in ink
- Must be clear and legible
- 3 year retention (do not discard, until further notice)
- Entries made daily
- Verify entries at top every four weeks
- Signatures required

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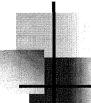


♦ PS Form 4240

\$Line by Line (1-31)

\$Lines 1-7 (Self-explanatory)

\$Lines 8-11 Establishing schedules



332.3 Carriers' Schedule

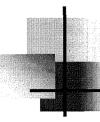
.31 The carrier's reporting and work schedule should be planned to prevent lost time. The work schedule is normally determined by the office and route standards shown on the most recent Form 4241-A, *Rural Route Evaluation*. Carriers should not be scheduled prior to the first receipt of mail.

Example: Evaluated Hours as Shown on Form 4241-A

Wee	<u>kly Evalu</u>	<u>ation</u>	Ave	<u>rage Dail</u>	<u>y Time</u>
Office	Route	Total	Office	Route	Total
16:12	27:25	43:37	2:42	4:34	7: I 6

.32 Daily schedules shall be established to coincide with the daily evaluation of the route and adjusted periodically as required. (Schedules should allow time for distribution of sufficient quantity of mail to the carrier prior to the scheduled reporting time.)

Note: a. If lunch is taken, the schedule must be adjusted accordingly, i.e. the returning and ending time must be extended by the time taken for lunch.



\$Lines 12-17 Updating AMS data

\$Line 18 (Self-explanatory)

\$Line 19 Official mileage (latest 4003)

\$Line 20 Route classification



"H" ROUTES

41	(40:30 TO 41:29)		
42	(41:30 TO 42:29)		
43	(42:30 TO 43:29)		"J" ROUTES
44	(43:30 TO 44:29)	41	(44:11 TO 45:15)
45	(44:30 TO 45:29)	42	(45:16 TO 46:21)
46	(45:30 TO 46:29)	43	(46:22 TO 47:27)
		11	(47.28 TO 48.32)

"K" ROUTES

44	(47:28 TO 48:32)	40	(47:24 TO 48:35)
45	(48:33 TO 49:37)	41	(48:36 TO 49:47)
46	(49:38 TO 50:43)	42	(49:48 TO 50:59)

43 (51:00 TO 52:11) 44 (52:12 TO 53:23)

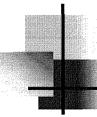
45 (53:24 TO 54:35)

46 (54:36 TO 55:47)

47 (55:48 TO 56:59) 48 (57:00 TO 57:36)

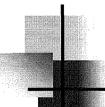
"L" Route -> 12 Deliveries per mile

Non "L" Route - < 12 Deliveries per mile



\$Lines 1 - 31 (continued)

\$Line 23 Boxes Vacant Over 90 Days

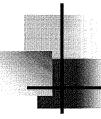


Rural carrier's should not be allowed to exceed 2080/2240 hours because:

Rural carriers receive overtime for hours worked in excess of 2080

Rural carrier's salary recalculated if 2240 hours is exceeded

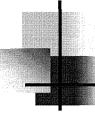
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0	0			HOU	RS/HUNDRE	DTHS	HOURS/HUNDREDTHS					
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Α	R	CURRENT	A/P									
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\$Lines 1 - 31 (continued)

\$Line 26 Delivery Data - Use of Edit Book

\$\times\$Line 27 Recording of time by rural carrier - hrs and minutes (Slide on breaks/lunch)



Lunch/Break Column

⇔Smoking

♦ Personal Phone Calls

♥ Coffee Break

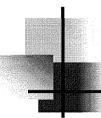
Office Breaks

A regular carrier can avoid using some of their leave by writing down a break every day

410 min/day = 50 min/wk = 2500 min/year = 41 hrs

\$20 min/day = 100 min/wk = 5000 min/year = 82 hrs

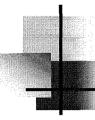
\$30 min/day = 150 min/wk = 7500 min/year = 123 hrs



\$Lines 1 - 31 (continued)

Line 28 Daily verification, totals and initials by (management. Recorded in hours and hundredths. Handout - DACA Codes).

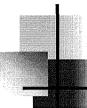
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		FRI 4/6/01 6:00 10:50					4:35	0:15	10.33		1	50.91	9.58	IN MGF			



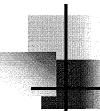
DACA Codes

- A Annual Leave
- B Holiday Worked Non-Rural Assignment
- C Cont. of Pay
- **D** Donated Leave
- E Limited Duty
- F QWL/EI
- G Relief Day Taken (QWL \ EI)
- H Holiday Leave
- J 11-Day Route
- K 10-Day Route
- L Leave W/O Pay
- M Military Leave
- N Military LWOP
- O Other Leave (Reason MUST be given)
- P Work Hours Other Than Rural

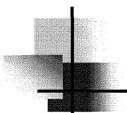
- R Relief Day Worked (No Sub)
- S Sick Leave
- T Training
- U Absent W/O Leave
- V Holiday Work (Rural Assignment)
- W IOD/LWOP
- X Relief Day Taken (Previous "R")
- Y Relief Day Worked -(Non-Rural Assignment)
- **Z Steward Duty**
- 2 HQ Authorized Admin Leave
- 3 Required to Work Relief Day (50% of Daily Evaluation + 1 X- Day later)
- 4 Disciplinary Day of Reflection
- 5 Required to Work Relief Day (150% of Daily Evaluation)
- 6 Court Leave



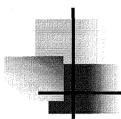
- **X** Used to compensate regular carriers for working on their scheduled day off, hours recorded on FLASH as paid work hours when used.
- **F** Used for a full day of QWL/EI related work.
 - a. Work hours are recorded and accumulated toward 2,080.
 - b. Dollars are also accumulated.
 - c. Should only be used for days when more than 4 hours QWL/EI time are performed by the regular carrier.
- **G** used by regular carriers who have performed a full day of QWL/EI time on their assigned day off. The "G" day is the equivalent of an "X" day.
- **R** An X day to be <u>immediately scheduled by mutual agreement</u> between the carrier and the Employer. The scheduled X day must be within the next twelve (12) weeks.
- **3** Compensation at 50% of the carrier's daily rate of pay, in addition receiving an X day within twelve (12) weeks as scheduled by the Employer.
- **5** Compensation at 150% of the carrier's daily rate of pay. The carrier will not receive an X day.



- \$Lines 1 31 (continued)
 - Line 29 Remarks Detailed explanation of items recorded in remarks column.
 - Lines 30-31 Signature and dates at end of AP certifying information is correct by carrier and management.

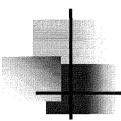


CARD TYPES



CARD TYPES

- PS 1314 Regular Rural Carrier Time Certificate
- PS 1314-A Auxiliary Carrier Time Certificate
- PS 1234 Utility Card
- PS 1314-F FMLA

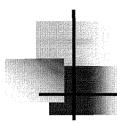


CARD TYPES

PS 1314 Regular Rural Carrier Time Certificate

	NAME	OF A SSI	GNED C	ARRIER			FINA	NCENUMBER	SC	OCIAL SE	CURITY	NUMB	ER	DES/ACT	RT.	NO.	FLSA	YR.	PP
	ACTUAL	D.	AYSAS	SIGNED	CARRIE	RABSE	TV	DAILY	TRAI	NING	COP	LIM	ITED	RELIEF	RTE	GT	MILES	XMAS	ASSIST
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2																			
								WEEK 1 INFORMATION							WEEK 2	INFORI	MATION	ı	
DES/	NAM	E OF						ACTUAL.		NO		WHOLE	MILES	ACTUAL		NO		WHOLE	MILES
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	S CERTAFIES THAT THE ABOVE CARRIER RENDERED RVICE IN COMPLIANCE WITH POSTAL REGULATIONS					POSTM	ASTER'S SIGNA	TURE	_	•	<i>.</i>		DATE			CARRI INITIAL	ER		

REGULAR RURAL CARRIER TIME CERTIFICATE



EMA Codes

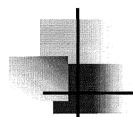
Preceding the regular rural carrier's Social Security number on the preprinted Form 1314 is an EMA code of E or G.

EMA Code E — Rural Carrier Furnishes Own Vehicle

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EMA Code G — Rural Carrier Is Furnished a Government Vehicle

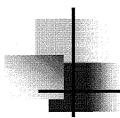
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EMA Codes

The rural carrier is responsible for furnishing all vehicle equipment needed to handle the mail safely and promptly unless a Postal Service owned or leased vehicle is assigned to the route. When the carrier furnishes the vehicle (POV), equipment maintenance allowance (EMA) is paid. The following provisions will determine the payment of EMA.

The EMA code represents the standard method of computing equipment maintenance allowance. A daily EMA rate is developed for each rural route based on the number of stops in relation to the number of route miles. This rate cannot fall below the minimum daily trip rate in effect for 260 stops and 8 miles.

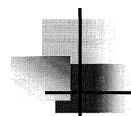


EMA Codes - E

EMA Code E

The EMA rate is paid to the regular assigned carrier for all days considered workdays, or to the relief carrier(s) for the number of trips recorded in the Trips block on Form 1314

Whenever an assigned carrier uses a government vehicle, enter the number of trips in the Government Vehicle Used (GT Veh. Used) block for the appropriate week on Form 1314. This will reduce the number of trips for the week, and EMA will be reduced at the appropriate rate. For a relief carrier, record the appropriate weekly trips in the No EM block whenever a government vehicle is used.



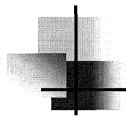
EMA Codes - E

HOW TO RECORD TRIP INFORMATION WHERE A LLV IS USED ON A ROUTE WHERE THE CARRIER PROVIDES THE VEHICLE — REGULAR ROUTE_

- CARRIER NORMALLY SERVES ROUTE WITH POV.
- 2. DOCUMENT ON PS 4240 THAT LLV WAS PROVIDED.
- 3. VALID METHOD FOR ROUTES WITH EMA CODE "E".

RECORDING PROCEDURES:

- 1. ENTER NUMBER OF TRIPS WHERE THE LLV WAS PROVIDED IN THE "GT VEH" BLOCK PS 1314 FOR REGULAR CARRIERS.
- 2. FINISH COMPLETELY PS 1314 PER NORMAL TIMEKEEPING PROCEDURES.
- 3. NO EMA PAID FOR TRIP(S) FOR SUB CARRIER ON ROUTE.
- 4. ENTER NUMBER OF TRIPS WHERE LLV WAS PROVIDED IN "NO EMA" COLUMN.
- 5. FINISH COMPLETELY PS 1314 PER NORMAL TIMEKEEPING PROCEDURES.
- 6. NO EMA PAID FOR TRIP(S).

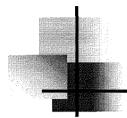


EMA Codes – E

Route Without Government Vehicle Assigned

CAR	RIER U						1	2-3456		E 12	23-45-	6789		71	K	002	В	04	05
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REGULAR RURAL CARRIER TIME CERTIFICATE



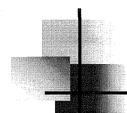
EMA Codes – G

EMA Code G

Code G indicates a Postal Service owned or leased vehicle is assigned to the route. The regular assigned carrier and any relief carriers do not receive EMA.

When circumstances require the regular or relief carrier to provide a vehicle, EMA will be payable at the daily rate. To pay the regular carrier EMA, record the number of payable trips in the GT Veh. Used block for that week on Form 1314.

To pay the relief carrier providing a vehicle on the assigned government vehicle route, record the number of payable trips in the appropriate weekly EM Only block.



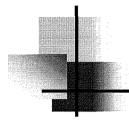
EMA Codes – G

HOW TO RECORD TRIP INFORMATION WHERE A LLV IS ASSIGNED BUT THE CARRIER PROVIDES THE VEHICLE INSTEAD — REGULAR ROUTE_

- CARRIER NORMALLY SERVES ROUTE WITH LLV.
- 2. DOCUMENT ON PS 4240 THAT CARRIER PROVIDED POV.
- 3. VALID METHOD FOR ROUTES WITH EMA CODE "G".

RECORDING PROCEDURES:

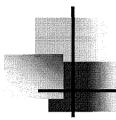
- 1. ENTER NUMBER OF TRIPS WHERE CARRIER PROVIDED POV IN "GT VEH" BLOCK PS 1314 FOR REGULAR CARRIERS.
- 2. FINISH COMPLETELY PS 1314 PER NORMAL TIMEKEEPING PROCEDURES.
- 3. EMA PAID FOR TRIP(S) FOR SUB CARRIER ON ROUTE.
- 4. ENTER NUMBER OF TRIPS WHERE SUB CARRIER PROVIDED POV IN "EM" COLUMN.
- 5. FINISH COMPLETELY PS 1314 PER NORMAL TIMEKEEPING PROCEDURES.
- 6. EMA PAID FOR TRIP(S).



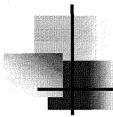
EMA Codes - G

Route With Government Vehicle Assigned

CARRIER U							1	2-3456	G 123 45-6789				71	K002		В	04	05	
NAME OF ASSIGNED CARRIER						FINANCE NUMBER		SOCIAL SECURITY NUMBER				ER	DES/ACT	S/ACT RT. NO.		FLSA	YR.	PP	
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						WEEK 1 INFORMATION						WEEK 2 IN ORMATION							
DES/	NAM	E OF						ACTUAL	NO			WHOLE MILES		ACTUAL		40		WHOLE MILES	
ACT	RELIEF CA	RRIER		SOCIAL SECURITY NUMBER			WKLY HRS	TR	EM	EM	DEV +	OMIT -	WKLY HRS	TR	EM	EM	DEV +	OM IT	
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THIS CERTAFIES THAT THE ABOVE CARRIER RENDERED SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS							POSTM	STM A STER'S SIGNATURE						DATE			CARRIER INITIAL		

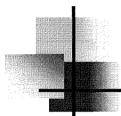


- 70-0 Temporary Relief Carrier (359 Day Appointment)
- 70-1 Temporary Relief Carrier (359 Day Appointment not to exceed 180 days worked in a calendar year)
- 71-0 Regular rural carrier
- 72-0 Substitute rural carrier serving a vacant route, or serving the route in the absence of the regular carrier in excess of 90 calendar days
- 73-0 Substitute rural carrier
- 74-0 Rural carrier associate serving vacant route, or serving the route in the absence of the regular carrier in excess of 90 calendar days
- 75-0 Rural carrier relief
- 76-0 Part-time-flexible rural carrier
- 77-0 Auxiliary rural carrier
- 78-0 Rural carrier associate
- 79-0 Rural carrier associate assigned to an auxiliary route in excess of 90 calendar days
- 99-0 Non Rural postal employee



<u>Designation Code 70</u> - Temporary Relief Carrier (TRC)

- 1. Temporary relief carriers are limited term, non-bargaining unit employees who provide service as a leave replacement or auxiliary assistant or provide coverage on auxiliary routes or vacant regular routes. There is no limit on the hiring of TRCs, provided the number of bargaining unit leave replacements (Substitutes, RCAs, and RCRs) in the district equals or is more than 80% of the number of regular routes in the district. When the number of bargaining unit leave replacements in the district is less than 80%, RCAs are the only leave replacement employees that may be hired.
- 2. TRCs will be hired pursuant to such procedures as the Employer may establish. Except as provided in #3. below, TRCs will be hired for terms not to exceed 359 calendar days and will have a break in service of at least 6 days between appointments.



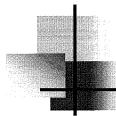
3. TRCs hired from the annuitant ranks (Des. Code 70-1) will be hired for terms not to exceed 359 days, with a break in service of at least 6 days between appointments, and will further be limited to 180 work days within each calendar year

<u>Designation Code 71</u> - Regular Carrier

For administrative and reporting purposes, regular rural carriers who serve on an established rural route on the basis of five (5), five-and-a-half (5 $\frac{1}{2}$), or six (6) days in a service week, are considered to be full-time employees

<u>Designation Code 73</u> - Substitute Rural Carriers

Substitute rural carriers are those employees hired prior to July 21, 1981, with an appointment without time limitation.



<u>Designation Code 74</u> - Rural Carrier Associate (RCA)

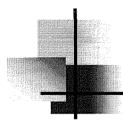
Rural Carrier Associates appointed via Form 50 to serve full time on a vacant route or in the absence of the regular carrier for more than 90 calendar days.

<u>Designation Code 75</u> - Rural Carrier Relief (RCR)

Rural Carrier Relief employees were hired between July 21, 1981, and November 12, 1986, without time limitation

<u>Designation Code 76</u> - Part-time Flexible Rural Carriers

Part-time flexible rural carriers are those substitutes or rural carrier associates appointed following an assignment posting. These employees provide service on regular and auxiliary routes as directed by management



<u>Designation Code 77</u> - Auxiliary Rural Carrier

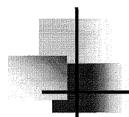
Persons hired prior to 1981 to serve an auxiliary rural route without time limitation.

<u>Designation Code 78</u> - Rural Carrier Associate (RCA)

Rural carrier associates are those employees hired from a register or reassigned from rural carrier relief or auxiliary carrier positions, on or after April 11, 1987, without time limitation.

<u>Designation Code 79</u> - Rural Carrier Associates (RCA)

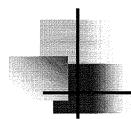
Rural Carrier Associates appointed via Form 50 after being assigned to the auxiliary route for more than 90 calendar days.



FLSA Code A

FLSA code A applies to newly appointed regular and substitute rural carriers (Designation 72) appointed after the beginning of the guarantee period to a route having 35 or more standard hours per week who do not agree in writing to terminate the guarantee at the end of the guarantee period. The regular rural carrier will automatically be converted to FLSA code B at the beginning of the next guarantee period.

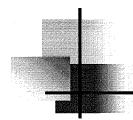
Employees assigned to FLSA code A are compensated for actual weekly work hours on an hourly basis. Compensation is the annual salary attained step of a 40-hour evaluated route divided by 2,080 for the regular carrier (Designation 71) and 2,000 for the substitute carrier (Designation 72). This hourly rate is applied to the first 40.00 hours, and 150 percent of the hourly rate is used for overtime. Overtime for FLSA code A carriers is paid for hours worked in excess of 8 hours per day or 40 hours per week.



FLSA Code B

FLSA code B applies to newly appointed regular rural carriers (Designation 71) and substitute rural carriers (Designation 72) who agree in writing to terminate the guarantee agreement at the end of the guarantee period. In addition, this code applies to all regular rural carriers (Designation 71) who were on the rolls at the beginning of the contract period assigned to RCS (mileage) routes having 31 or more paid miles or to evaluated routes having 35 or more standard hours.

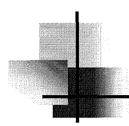
Compensation is the evaluated daily rate, as determined in Time and attendance Handbook, F-21, section 561.3, times the number of work and/or leave days.



561.31 Base or Basic Daily and Hourly Rates Base or basic daily and hourly rates are determined by dividing the base or Basic Annual Rate (BAR) as indicated in exhibit.

Daily and Hourly Rate

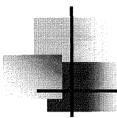
	Regular	Carrier	Substitut	e Carrier
Route Type	Evaluated Daily Rate	Evaluated Hourly Rate	Evaluated Daily Rate	Evaluated Hourly Rate
H or M (6-day workweek)	BAR + 312	BAR ÷ 2,496	BAR ÷ 302	BAR ÷ 2,416
J (5.5-day workweek)	BAR ÷ 286	BAR ÷ 2,288	BAR <u>÷</u> 276	BAR ÷ 2,208
K (5-day workweek)	BAR ÷ 260	BAR ÷ 2,080	BAR ÷ 250	BAR + 2,000



FLSA Code N

FLSA code N applies only to regular rural carriers assigned to evaluated routes having less than 35 hours of required service per week or mileage routes that have less than 31 paid miles.

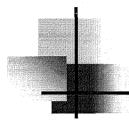
Compensation is the route evaluation (evaluated or mileage rate) plus overtime for hours worked over 40 hours per week at 50 percent of the FLSA regular weekly rate. This rate is calculated by dividing the regular (evaluated) weekly pay by the hours actually worked (includes hours over 40). Therefore, this rate will fluctuate from week to week depending on the total weekly hours. Compensation is the evaluated daily rate, as determined in 561.3, times the number of workdays.



FLSA Code L

FLSA code L applies to PTF Rural Carriers (Designation 76) assigned to routes where the assigned regular carrier (Designation 71) on the route has a FLSA code N. It applies to all substitute rural carriers (Designation 73) performing service on any regular rural route. FLSA code L does not apply to auxiliary routes.

Compensation is based on the route evaluation, provided the carrier does not work in excess of 40 hours per week. Such PTFs (Designation 76) or substitutes (Designations 73) who work more than 40 hours within the week will be compensated at RSC B, attained step for the 40 hours and at 150 percent of the annual hourly rate for those work hours in excess of 40.



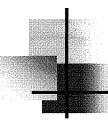
FLSA Code P

FLSA code P applies to auxiliary rural carriers (Designation 77), rural carrier relief (Designation 75), and rural carrier associates (Designations 74, 78, and 79). It applies to substitute rural carriers (Designation 73) when service is recorded on Form 1314-A, Auxiliary Rural Carrier Time Certificate.

Compensation for auxiliary rural carriers (Designation 77) is RSC B attained step. Overtime is compensated at 150 percent of the annual hourly rate for hours worked in excess of 40 per week.

Completing PS Form 1314

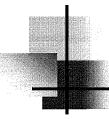
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				OFFICE .	ROUTE	■	OFFICE	OFFICE		TIME	REG.		SUB,	1	HOU	IRS	HOURS	
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	к	TUE	3/27/2001	6:00	10:4)	2:50	4:50		0:15	10.58	3						IM MGR
		WED	3/28/2001	6:00	10:20		2:20	-3:50		0:15	9.58							IM MGR
Р	1	THUR	3/29/2001	6:00	10:4	5	2:45	4:00		0:15	9.75				WEE	K 1	WEEK 1	IM MGR
\		FRI	3/30/2001	6:10	11:0	5	3:05	4:35		0:15	10.16				50.	15	9.75	IM MGR
Р		SAT	3/31/2001	6:00	10:0	0	1:40	3:50		0:15	K		9.58				7	IM MGR
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8	к	TUE	4/3/2001	6:00	10:1	5	2:20	4:00		0:15	9.75	5						IM MGR
		WED	4/4/2001	6:00	10:3	5	2:45	4:30		0:15	10.2	5			Market Street,	Million Marie		IM MGR
	2	THUR	4/5/2001	6:00	11:0	0	3:10	4:50		0:15	10.5	3			WEE	K 2	WEEK 2	2 IM MGR
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DACA Codes

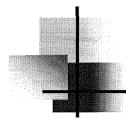
- A Annual Leave
- B Holiday Worked Non-Rural Assignment
- C Cont. of Pay
- D Donated Leave
- E Limited Duty
- F QWL/EI
- G Relief Day Taken (QWL \ EI)
- H Holiday Leave
- J 11-Day Route
- K 10-Day Route
- L Leave W/O Pay
- M Military Leave
- N Military LWOP
- O Other Leave (Reason MUST be given)
- P Work Hours Other Than Rural

- R Relief Day Worked (No Sub)
- S Sick Leave
- T Training
- U Absent W/O Leave
- V Holiday Work (Rural Assignment)
- W IOD/LWOP
- X Relief Day Taken (Previous "R")
- Y Relief Day Worked -(Non-Rural Assignment)
- **Z** Steward Duty
- **2** HQ Authorized Admin Leave
- 3 Required to Work Relief Day (50% of Daily Evaluation + 1 X- Day later)
- 4 Disciplinary Day of Reflection
- 5 Required to Work Relief Day (150% of Daily Evaluation)
- 6 Court Leave



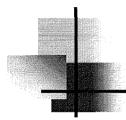
Completing PS Form 1314

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Daily Overtime

FLSA B regular rural carriers are paid overtime for hours worked over 12 in a day, 56 in a week, or 2080 in a year. Only record the hours over 12 in a day in the Daily Overtime block of the PS Form 1314. The payroll system will automatically pay the overtime for hours over 56 in a week or 2080 in a year.



Daily Overtime

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Training - No Work on Route

HOW TO RECORD TRAINING WHERE THE REGULAR CARRIER DOES NOT WORK ON THEIR ROUTE.

- 1. RECORD DACA CODE "T" IN THE APPROPRIATE DAY ON PS 4240.
- CARRIER RECIEVES FULL DAY'S PAY.
- NO EMA PAID.
- 4. SUB CARRIER CASES AND DELIVERS THE ROUTE AND IS RECORDED ON THE PS 4240 ACCORDINGLY.

EXAMPLE:

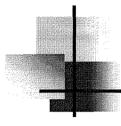
REFRESHER DRIVER TRAINING WHERE THE EMPLOYEE TRAVELS TO THE TRAINING SITE AND IS GONE THE ENTIRE DAY.

RECORDING PROCEDURES FOR PS FORM 1314:

- 1. ENTER DACA CODE "T" IN THE APPROPRIATE DACA FIELD DAY.
- 2. RECORD ACTUAL HOURS FOR THAT DAY IN THE "TRAINING HOURS" BLOCK OF PS 1314. INCLUDE THE TRAVEL TIME BOTH COMING AND GOING TO THE TRAINING SITE.
- 3. INCLUDE THOSE HOURS IN THE "ACTUAL WEEKLY HOURS" BLOCK FOR THE WEEK.

WARNING:

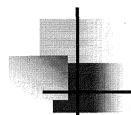
WHEN USING DACA CODE "T", YOU MUST HAVE HOURS IDENTIFIED IN THE "TRAINING HOURS" BLOCK OR THE CARD WILL NOT PROCESS.



Training - No Work on Route

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Travel time to and from the facility if outside the normal schedule is not added to work hours. No time is accumulated toward an "O" day.



Training – Part Day

HOW TO RECORD TRAINING WHERE THE REGULAR CARRIER DOES PART DAY CASING ON THEIR ROUTE AND PART DAY TRAINING

- 1. RECORD DACA CODE "T" IN THE APPROPRIATE DAY ON PS 4240.
- 2. CARRIER RECIEVES FULL DAY'S PAY.
- 3. NO EMA PAID (ASSUMES CASING ON ROUTE ONLY).
- 4. SUB CARRIER IS PRE-SCHEDULED AS AUXILIARY ASSISTANCE FOR ROUTE.
- 5. SUB CARRIER PARTLY CASES AND DELIVERS THE ROUTE TIME IS RECORDED ON PS 1234 (GREEN CARD). SUB IS PAID ON 1314A AS AUXILIARY ASSISTANCE.

EXAMPLE:

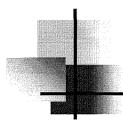
REFRESHER DRIVER TRAINING WHERE THE EMPLOYEE MAY TRAVEL TO THE TRAINING SITE AND IS GONE PART OF THE DAY OR THE TRAINING SITE IS IN THE SAME CITY AS THE CARRIER.

RECORDING PROCEDURES:

- 1. ENTER DACA CODE "T" IN THE APPROPRIATE DACA FIELD DAY.
- 2. RECORD ACTUAL HOURS FOR THAT DAY IN THE "TRAINING HOURS" BLOCK OF PS 1314. (INCLUDE THE TRAVEL TIME BOTH COMING AND GOING TO THE TRAINING SITE).
- 3. INCLUDE THOSE HOURS IN THE "ACTUAL WEEKLY HOURS" BLOCK FOR THE WEEK.
- 4. INCLUDE TOTAL TIME FOR DAY (TRAINING AND WORKING) IN THE "ACTUAL WEEKLY HOURS" BLOCK FOR THE WEEK.
- 5. USE "REPLACEMENT SUB" WITH SSN OF 999-99-9999 WITH ONE TRIP TO CROSS-FOOT TIMECARD FOR THE WEEK.

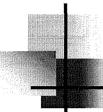
WARNING:

WHEN USING DACA CODE "T", YOU MUST HAVE HOURS IDENTIFIED IN THE "TRAINING HOURS" BLOCK OR THE CARD WILL NOT PROCESS.



Training – Part Day

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Continuation of Pay – Full Day

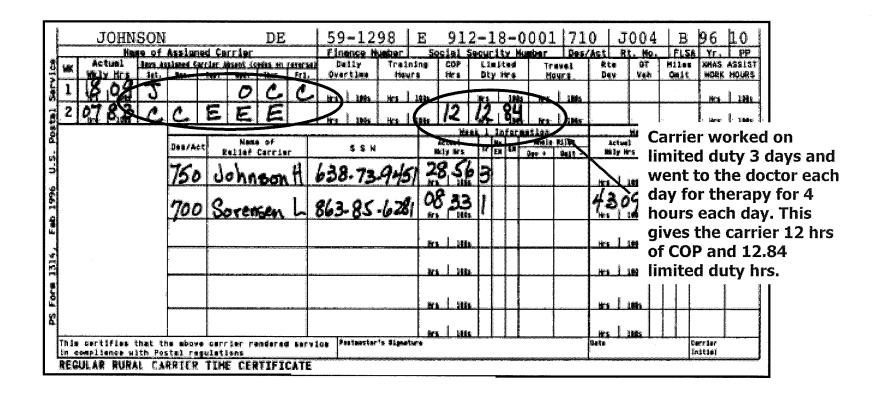
Rural carriers who suffer disabling, job-related, traumatic injuries are entitled to Continuation of Pay (COP) for the length of their disability, up to a maximum of 45 calendar days. Approval from the Injury Comp office is required prior to paying a carrier COP.

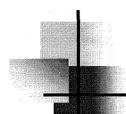
On the day of the injury enter code O.

Beginning the day after injury, enter code C in the DACA block for each day the carrier was scheduled to work. When the following day is a relief (J or K) day or a holiday (H day), enter the appropriate relief or holiday code

Enter code C for each full day of work missed during the first 45 days of disability.

Continuation of Pay – Full Day





Limited Duty

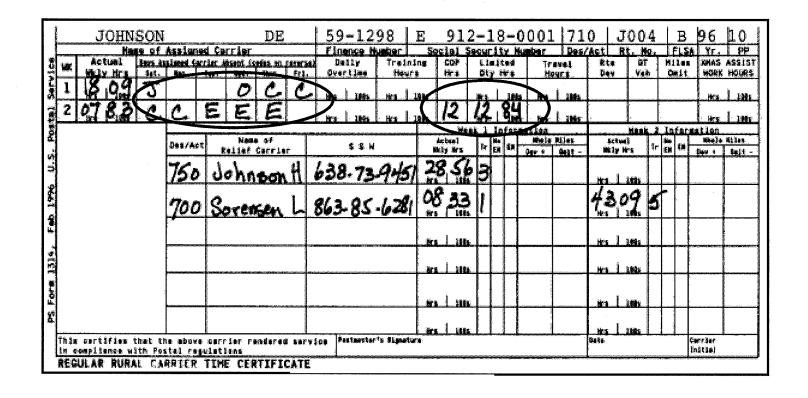
Enter E in the Days Assigned Carrier Absent (DACA) block for each day the employee works on limited duty. This allows the regular rural carrier to be paid limited duty hours and Continuation of Pay (COP) leave hours that occur on the same day or days within a service week. Whole hours of COP may be used in conjunction with limited duty hours to complete the week. COP days cannot exceed 45 calendar days.

Limited duty hours plus COP hours cannot exceed E days (limited duty days) multiplied by the daily evaluated hours. COP hours may be rounded to the nearest whole number. For each day COP hours are recorded, the whole day counts toward completion of the 45 calendar day allowance period.

Record the number of hours and hundredths the employee works in the Limited Duty Hours block. Do not include these hours in the Actual Weekly Work Hours block.

When limited duty and work hours are more than 40 per week, no LWOP hours are charged. If the hours are less than 40 a week or less than the evaluated hours of the route, LWOP will be charged for the hours between the actual work hours and evaluated hours.

Limited Duty



Limited Duty J-Route

Regular carrier worked 5 days (40.75 hours) limited duty and 1 day sick leave, week 1. He/she worked 4 days (30.75 hours) limited duty, 1-day sick leave, and a "J" day week 2. Route J031 is a 43 heavy-duty hour route. Regular carrier is paid as follows:

43 = 7.8182 (rounded up to 7.82) 5.5

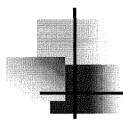
Week 1: Regular carrier worked over 40 hours. Paid first 40 hours at the evaluated rate of route because it is higher than his/her hourly step rate. Paid overtime at his/her hourly step rate x 1.5. Sick leave is paid as 1 day's evaluation.

\$15.1337 x 40 = 605.35 \$14.9619 x 1.5 x .75 = 16.83 1 day sick leave = 121.07 Total paid \$743.25

Week 2: Regular carrier paid 30.75 hours limited duty at the evaluated rate and sick leave is paid as 1 day's evaluation.

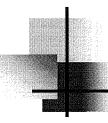
\$15.1337 x 30.75° = 465.36 1 day sick leave = 121.07 Total paid \$5586.43

Carrier is not charged any IOD/LWOP because 7.82 x 4 days = 31.28. The 30.75 hours are rounded up to 31.00. No IOD/LWOP hours are charged.



Limited Duty J-Route

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Limited Duty K-Route

Regular carrier works under 40 hours on the K001, 45 heavy-duty hour route each week. The hours are cross-footed to the route evaluation.

Week 1-

5 days @ 9 hours a day evaluation = 45.00

worked

= 20.00

25.00 charged to IOD/LWOP

Week 2

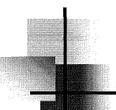
5 days @ 9 hours a day evaluation = 45.00

worked

= 30.00

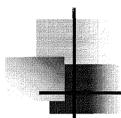
15:00 charged to IOD/LWOP

*Hours are rounded up for charging IOD/LWOP if hours were 15.01. Hours charged to IOD/LWOP would be 16.00



Limited Duty K-Route

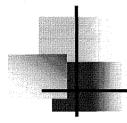
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OWCP

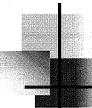
Regular carrier injured on the job is being paid by OWCP (Office of Workers' Compensation Program). Enter all blocks as W. Regular carrier will not be charged for health benefits by the Postal Service. Health benefits are paid by OWCP.

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	NAME	OF ASSI	GNED C.	ARRIER			FINAI	NCE NUMBER	SC	OCIAL SE	CURITY	NUMB	ER	DES / ACT	RT.	NO.	FLSA	YR.	PP
	ACTUAL	D.	AYSAS	SIGNED	CARRIE	RABSE	NT	DAILY	TRAI	NING	COP	LIM	TED	RELIEF	RTE	GT	MILES	XMAS	ASSIST
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SERVIC	E IN COMPLIAN	CE WITH	1 POSTA	L REGUI	LATIONS	6	1										INITIAL		



Salary Protection

- INJURED ON DUTY CARRIER
- PERSONNEL PROCESSES FORM 50
- SALARY PROTECTED ONLY/DATE OF INJURY
- WHEN CARRIER RETURNS FORM 50 PROCESSED TO REMOVE PROTECTED SALARY



COMPENSATION FOR WORKING RELIEF DAY ON OR AFTER MAY 20, 2000

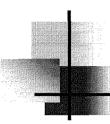
FOR CARRIERS ON THE "RELIEF DAY WORKLIST" AND TOTAL WORKHOURS

FOR THE WEEK ARE LESS THAN 56 HOURS

- 1. CARRIER SELECTS AN "X" DAY TO BE SCHEDULED IMMEDIATELY BY MUTUAL AGREEMENT WITH PM AND MUST BE SCHEDULED WITHIN 12 WKS.
- 2. SELECTION MUST BE MADE NO LATER THAN THE DAY OF THE WORKED RELIEF DAY AND RECOMMEND DOCUMENTING SELECTION VIA PS 3971.
- 3. IF "X" DAY NOT TAKEN WITHIN 12 WKS, COMPENSATION OF 150% OF CARRIER'S DAILY RATE OF PAY IS PAID IN LIEU OF THE "X" DAY. (WEEKS DURING THE ESTABLISHED CHRISTMAS PERIOD ARE NOT COUNTED).
- 4. "X" DAY IS DROPPED FROM CARRIER'S "X" DAY BALANCE

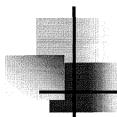
Recording Procedures:

- 1. ENTER PAY CODE R IN THE APPROPRIATE DACA FIELD
- 2. INCLUDE R DAY HOURS IN THE ACTUAL WEEKLY HOURS BLOCK FOR THE WEEK.
- 3. X DAY EARNED, SCHEDULE X DAY WITHIN 12 WEEKS TO AVOID ADDITIONAL COMPENSATION AS NOTED IN NUMBER THREE ABOVE.
- 4. NO ADDITIONAL COMPENSATION IS PAID DURING PAY PERIOD.
- 5. EMA FOR R DAY PAID DURING PAY PERIOD.



	NAME						1:	2-1234		E 12	23-24-	0000		71) KC	01	В	00	12
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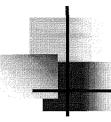
COMPENSATION FOR WORKING RELIEF DAY ON OR AFTER MAY 20, 2000

REQUIRED FOR CARRIERS **NOT** ON THE "RELIEF DAY WORKLIST" AND OPTIONAL FOR CARRIERS ON THE "RELIEF DAY WORKLIST" AND TOTAL WORKHOURS FOR THE WEEK ARE LESS THAN 56 HOURS.

- 1. NO CARRIER SELECTION IS MADE. AN "X" DAY IS TO BE SCHEDULED BY PM AND MUST BE SCHEDULED WITHIN 12 WKS.
- 2. RECOMMEND DOCUMENTING VIA PS 3971.
- 3. IF "X" DAY NOT TAKEN WITHIN 12 WKS, COMPENSATION OF 100% OF CARRIER'S DAILY RATE OF PAY IS PAID IN LIEU OF THE "X" DAY. THIS REQUIRES A PAYROLL ADJUSTMENT CHANGING THE 3 CODE TO A 5 CODE. (WEEKS DURING THE ESTABLISHED CHRISTMAS PERIOD ARE NOT COUNTED).
- 4. "X" DAY IS DROPPED FROM CARRIER'S "X" DAY BALANCE.

Recording Procedures:

- 1. ENTER PAY CODE 3 IN THE APPROPRIATE DACA FIELD
- 2. RECORD ACTUAL HOURS FOR THAT DAY IN THE RELIEF HOURS BLOCK OF THE PS FORM 1314
- 3. INCLUDE THOSE HOURS IN THE ACTUAL WEEKLY HOURS BLOCK FOR THE WEEK.
- 4. X DAY EARNED, SCHEDULE X DAY WITHIN 12 WEEKS TO AVOID ADDITIONAL COMPENSATION AS NOTED IN NUMBER THREE ABOVE.
- 5. ADDITIONAL COMPENSATION OF 50% OF DAILY EVALUATION WILL BE PAID DURING PAY PERIOD
- 6. EMA FOR 3 DAY PAID DURING PAY PERIOD.



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	ACTUAL	D,	AYSAS	SIGNED	CARRIE	RABSE	VT.	DAILY	TRAI	NING	COP	LIM	ITED	RELIEF	RTE	GT	MILES	XMAS	ASSIST
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COMPENSATION FOR WORKING RELIEF DAY ON OR AFTER MAY 20, 2000

FOR CARRIERS <u>ON OR OFF</u> THE "RELIEF DAY WORKLIST" AND TOTAL WORKHOURS FOR THE WEEK ARE **MORE THAN 56 HOURS.**

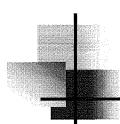
- 1. NO CARRIER SELECTION IS MADE.
- 2. COMPENSATION IS PAID AT 150% OF CARRIER'S DAILY RATE OF PAY DUE TO WEEKLY WORK HOURS EXCEEDING 56 HOURS.
- 3. NO "X" DAY IS EARNED.

Recording Procedures:

- 1. ENTER PAY CODE 5 IN THE APPROPRIATE DACA FIELD.
- 2. RECORD ACTUAL HOURS FOR THAT DAY IN THE RELIEF HOURS BLOCK OF THE PS FORM 1314.
- 3. INCLUDE THOSE HOURS IN THE ACTUAL WEEKLY HOURS BLOCK FOR THE WEEK.
- 4. X DAY NOT EARNED, DO NOT SCHEDULE X DAY IN THIS INSTANCE.
- 5. ADDITIONAL COMPENSATION OF 150% OF DAILY EVALUATION WILL BE PAID DURING PAY PERIOD.
- 6. EMA FOR 5 DAY PAID DURING PAY PERIOD.
- 7. LEFT SIDE OF PAY STUB WILL BE CODED AN O FOR OVERTIME SHOWING ONE DAY'S EVALUATION AND THE APPROPRIATE PAY BY WEEK.



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WK	WKLY HRS	SAT	MON	TUE	WED	THUR	FRI	OVERTIME	HOU	IRS	HRS	DTY	HRS	HOURS	DEV	VEH	OMIT	WORK.	HOURS
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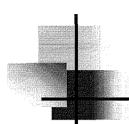


Temporary Route Deviation - less than 30 Days

- Total daily miles traveled, including deviations more than 40 miles
- Record miles in Route Dev block
- Payment at the current mileage rate

Temporary Route Deviation - more than 30 Days

- If more than 30 days, should be added to PS Form 4003
- Salary will be adjusted accordingly
- Upon termination of deviation, submit PS Form 4003 returning it to routes former status

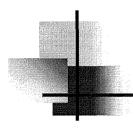


HOW TO RECORD ROUTE DEVIATION OR MILES OMITTED- REGULAR ROUTES

- DOCUMENT APPROPRIATE INFORMATION ON PS 4240.
- 2. FOR ROUTE WITH BASE MILES UNDER 40, ONLY RECORD THE DEVIATED AMOUNT THAT EXCEEDS 40 MILES. (EX: BASE IS 30, DEVIATION IS 15, RECORD 5)
- 3. FOR ROUTES WITH A BASE OVER 40, RECORD ACTUAL MILES DEVIATED.

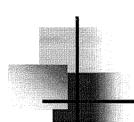
RECORDING PROCEDURES:

- 1. COMPLETE PS 1314 CARD PER NORMAL RURAL TIMEKEEPING PROCEDURES.
- FOR ROUTE DEVIATION- RECORD APPROPRIATE MILES IN "RTE DEV" BLOCK.
- FOR MILES OMITTED- RECORD APPROPRIATE MILES IN "MILES OMIT" BLOCK.
- 4. FOR RELIEF CARRIERS: RECORD IN "WHOLE MILES" UNDER "DEV+" OR "OMIT-" AS APPROPRIATE.



Deviated Miles

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NAME OF ASSIGNED CARRIER							FINANCE NUM BER		SOCIAL SECURITY NUMBER				DES/ACT	RT. NO.		FLSA	YR.	PP
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SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS																INITIAL		
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Omitted Miles

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2	22.75	K	Α	Α)		
							WEEK 1 INFORMATION						WEEK 2 INFORMATION						
DES/		AE OF						ACTUAL		NO			MILES			NO			EMILES
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78	SUB CA	SUB CARRIER			987-65-4321			8.15	1			(800	2)4.15	3				
THIS CERTAFIES THAT THE ABOVE CARRIER RENDERED PC								ASTER'S SIGNATURE						DATE			CARRIER		
SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS														<u></u>	INITIAL				



DES ACT 74

HOW TO RECORD SITUATIONS WHERE A REGULAR ROUTE HAS A TEMPORARY RCA ASSIGNED TO ROUTE (DES/ ACT 74-0) DUE TO UNAVAILABILITY OF REGULAR CARRIER

- RECORD APPROPRIATE DACA ABSENT CODES FOR REGULAR CARRIER ON PS 4240.
- 2. ROUTE MUST CROSS-FOOT TO APPROPRIATE NUMBER OF TRIPS EACH WEEK.
- 3. YOU MAY RECEIVE TWO PS 1314 CARDS FOR THE SAME ROUTE.
- 4. BOTH PS 1314s MUST BE SUBMITTED FOR PROCESSING.
- 5. 74s EARN FOUR (4) HOURS OF A/L AND FOUR (4) HOURS S/L EACH PAY PERIOD.
- 6. 74s DO NOT GET HOLIDAY LEAVE.

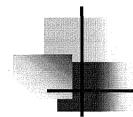
RECORDING PROCEDURES FOR 74s ON PS 1314:

EXAMPLE WK1:

- 1. 74s DO NOT EARN "X" DAYS. ALL WORK AND EMA IS PAID IN CURRENT PAY PERIOD.
- 2. IF THE 74s ARE OFF FOR A DAY, PLACE THE SUB CARRIER ON THE 74's TIME CERTIFICATE AND NOT ON THE REGULAR'S.

EXAMPLE WK2:

- 1. RECORD APPROPRIATE DACA CODE FOR NORMAL DESINATED "K" OR "J" DAY EACH WEEK.
- 2. RECORD APPROPRIATE LEAVE CODE.
- 3. LIST RELIEF CARRIERS AT THE BOTTOM OF THE CARD WITH APPROPRIATE WORK/EMA DATA.

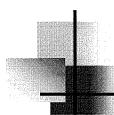


DES ACT 74

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REGULAR RURAL CARRIER TIME CERTIFICATE

DES 74 can have any day off during the week. The DES 74 is not required to have the same day off the regular carrier had.



1314-A

 			Name	of Assign	ed Camier				Fin	ance Num	ber	_	Scela	Security N	umber		Des/Act	Rou	te No.	FLSA	Year	PP
WK	Act		Work	Trai	ning	1		nt Allowance			Leave -	Whole Hours					N - No 5	Service			Xmas	Assist
34-57	Weakly	Hours	Days	Ho	urs	Hours	īr	Miles	GT	Annua	Sic	Other	COP		Sat.	Mon.	Tue.	Wed.	Thur	. Fn.	Work	Hours
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			e above Postal re			i service	Po	ostmaster's Sij	gnature							Date				Carrier's Initials		

■ Equipment Maintenance Allowance

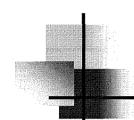
Hours - 2 digits

Trips - 1 digit Miles - 3 digits

Leave Hours

Each hours type = 2 digits. All leave hours are valid for Auxiliary Carriers (Des. 77 and Des. 79) only. (COP hours valid for Des. 73-75-78-79.)

■ DACA (Days Assigned Carrier Absent) for Auxiliary Route only. Enter N (No Service) when service is performed by relief carrier.



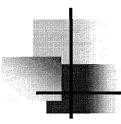
1314-A FOR A VACANT AUXILIARY ROUTE

HOW TO RECORD WORK ON AN AUXILIARY ROUTE WITH NO ASSIGNED CARRIER IN LEAVE EARNING STATUS.

- THIS IS FOR AN AUXLIARY ROUTE WHERE THERE IS NO 79-0 ASSIGNED TO THE ROUTES.
- YOU WILL RECEIVE A PRE-PRINTED PS1314A SHOWING THE ROUTE NUMBER WITH NO ASSIGNED CARRIER AT THE TOP
 OF THE CARD.
- 3. IF SEVERAL RELIEF CARRIERS SERVE THE ROUTE, PLACE THE MOST USED RELIEF CARRIER AT THE TOP OF THE 1314A AS THE PRIMARY CARRIER.
- 4. ALL AUXILIARY ROUTES MUST CROSS-FOOT JUST LIKE A REGULAR ROUTE.

RECORDING PROCEDURES:

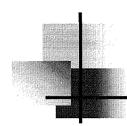
- LIST MOST USED CARRIER ON ROUTE AT TOP OF PS 1314A.
- RECORD THIS CARRIER'S TIME IN BLOCKS AT TOP PORTION OF CARD ALONG WITH EMA DATA.
- 3. RECORD "N" FOR NO-SERVICE ON DAYS THIS CARRIER DID NOT SERVE THIS ROUTE.
- 4. LIST AND RECORD ALL OTHER RELIEF CARRIERS ON BOTTOM PORTION OF CARD.
- 5. RECORD STREET HOURS ROUNDED TO NEAREST HOUR AND NOT LESS THAN ONE HOUR IN THE "HOURS BLOCK".
- 6. RECORD NUMBER OF TRIPS.
- 7. RECORD NUMBER OF MILES ROUNDED TO NEAREST MILE.
- 8. MAKE SURE THAT "N" DAYS ARE CROSS-FOOTED WITH TRIPS FROM BOTTOM OF CARD



1314-A FOR A VACANT AUXILIARY ROUTE

HOURS - 2 DIGITS

		1 DIGIT					1	2-123	34		456	-78-9	012		7	8		A001		Р	0	12
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	WK	Work Hours	DAYS	HOURS	HRS	TR	MILES	GT	ANN	SICK	OTHER	COP	HOL	IRS	SAI	14-011	TUE	MFD	THOR	FP.	WORK	HOURS
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1314-A FOR TRAINING

HOW TO RECORD TRAINING FOR A RELIEF RURAL CARRIER OF ANY D/A CODE - LEARNING A NEW ROUTE- NO EMA

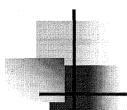
- 1. DOCUMENT TIME ON PS 1234 (GREEN CARD).
- 2. PREPARE PS 1314-A USING ROUTE NUMBER A999.

WHEN TRAINING IS HELD AT AN OFFSITE LOCATION:

- 1. IF HOME OFFICE WITHIN 50 MILE RADIUS OF TRAINING SITE AND EMPLOYEE REPORTS TO TRAINING SITE ONLY, DO NOT INCLUDE TRAVEL TIME GOING OR RETURNING.
- IF HOME OFFICE OUTSIDE 50 MILE RADIUS OF TRAINING SITE AND EMPLOYEE REPORTS TO TRAINING SITE ONLY, INCLUDE TRAVEL TIME GOING AND RETURNING.
- 3. IF HOME OFFICE WITHING 50 MILE RADIUS OF TRAINING SITE AND EMPLOYEE FIRST REPORTS TO HOME OFFICE AND THEN LEAVES FOR TRAINING SITE, INCLUDE TRAVEL TIME GOING AND RETURNING IF RETURNING TO HOME OFFICE FOR ADDITIONAL WORK.
- 4. PAY LOCAL MILEAGE VIA E TRAVEL FOR MILEAGE OVER NORMAL COMMUTE.

RECORDING PROCEDURES:

- 1. SHOW TIME FOR ATTENDING THE TRAINING IN THE "ACTUAL WEEKLY HOURS" BLOCK.
- 2. RECORD THE SAME TIME IN THE "TRAINING HOURS" BLOCK.
- 3. THIS IDENTIFIES THE HOURS AS TRAINING. (DO NOT ATTEMPT TO TRANSFER HOURS AS TRAINING ON PS 1236A.)



PS FORM 1234 (GREEN CARD)

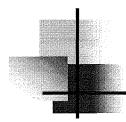
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The supervisor writes in this information for each employee who needs to use a Form 1234.

The supervisor writes in the day of the week that the clock rings are for, if required to approve any clock rings, the supervisor must also initial this box.

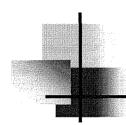
The employee records clock rings just as if he or she were using the 1230 or 1230-0 time cerd.

Timekeepers will extend the clock rings each day just as they do on the 1230-cf time card. After extending the clock rings on the 1234, timekeepers are to add them to the corresponding daily dlock rings on the 1230 or 1230-C and enter the combined total in the appropriate space on the 1230-C.



1314-A FOR TRAINING

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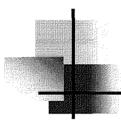
HOW TO RECORD SITUATIONS WHERE THE REGULAR ROUTE IS SPLIT BETWEEN TWO OR MORE RELIEF CARRIERS

- 1. RECORD APPROPRIATE DACA ABSENT CODE FOR REGULAR CARRIER ON PS 4240.
- 2. ROUTE IS SPLIT BETWEEN TWO RELIEF CARRIERS.
- 3. DOCUMENT TIME FOR EACH RELIEF CARRIER ON PS 1234 (GREEN CARD). (INCLUDE TOTAL HOURS, STREET TIME AND MILEAGE)
- 4. RELIEF CARRIERS PAID VIA PS 1314-A AS AUXILIARY ASSISTANCE TO THE REGULAR ROUTE.

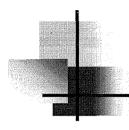
RECORDING PROCEDURES:

- 1. ENTER THE APPROPRIATE DACA CODE FOR REGULAR CARRIER.
- 2. USE "REPLACEMENT SUB" AND A SSN OF 999-99-9999 TO CROSS-FOOT PS 1314 TIMECARD FOR THE APPROPRIATE NUMBER OR TRIPS IN THE WEEK.
- 3. PAY RELIEF CARRIERS ON SEPARATE PS 1314-A CARDS UNDER THE ROUTE NUMBER THAT WAS SPLIT (EX: K001).
- 4. RECORD ACTUAL HOURS IN "ACTUAL WEEKLY HOURS" BLOCK.
- 5. RECORD EQUIPMENT ALLOWANCE STREET HOURS, TRIPS AND MILES. (ROUND STREET HOURS TO NEAREST HOUR AND MILEAGE TO NEAREST MILE).

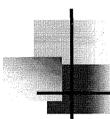
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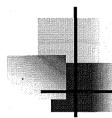


HOW TO PAY RELIEF CARRIERS FOR WORK ON AN AUXILIARY ROUTE THAT WAS SPLIT – ONE CASED AND ONE DELIVERED.

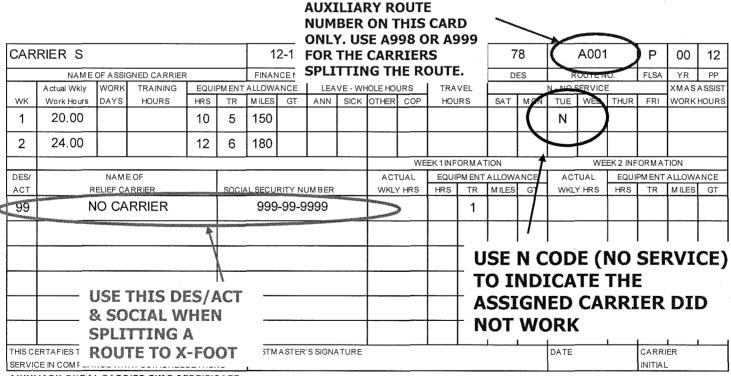
- 1. DOCUMENT TIME FOR EACH RELIEF CARRIER ON PS 1234 (GREEN CARD). INCLUDE TOTAL HOURS, STREET TIME AND MILEAGE AS APPROPRIATE.
- 2. RELIEF CARRIERS PAID VIA PS 1314-A AS AUXILIARY ASSISTANCE TO THE AUXILIARY ROUTE.

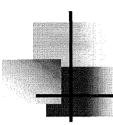
RECORDING PROCEDURES:

- 1. USE ONE CARD EACH FOR EACH RELIEF CARRIER AND COMPLETE INDICATIVE DATA AT TOP OF PS 1314-A CARD USING THE ROUTE NUMBER A999 FOR THE RELEIF CARRIER THAT CASED ON THE ROUTE AND THE ROUTE NUMBER A998 FOR THE RELIEF CARRIER THAT DELIVERED THE ROUTE.
- 2. IF YOU USE THE AUXILIARY ROUTE NUMBER, THE CARRIER WILL BE PAID A FULL TRIP ON THE ROUTE.
- 3. RECORD ACTUAL HOURS IN "ACTUAL WEEKLY HOURS" BLOCK FOR BOTH CARRIERS.
- 4. RECORD EQUIPMENT ALLOWANCE STREET HOURS, TRIPS AND MILES. ROUND STREET HOURS TO NEAREST HOUR AND MILEAGE TO NEAREST MILE FOR THE RELIEF CARRIER THAT DELIVERED THE ROUTE.

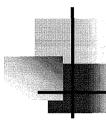


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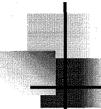




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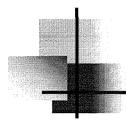


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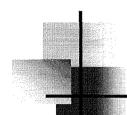
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NON-RURAL EMPLOYEE

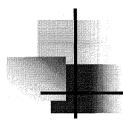
HOW TO RECORD SITUTATIONS WHERE A NON-RURAL EMPLOYEE (DES/ACT 99-0) MAKES DELIVERY ON A RURAL ROUTE AND USES THEIR OWN VEHICLE.

- 1. RECORD NON-RURAL EMPLOYEE'S NAME ON PS 4240 NEXT TO DAY SERVED.
- 2. DOCUMENT NON-RURAL EMPLOYEE'S TIME ON PS 1234 (GREEN CARD) SHOWING TOTAL HOURS AND STREET HOURS AND TOTAL MILEAGE.
- 3. TRANSFER HOURS VIA PS 1236A TO RURAL DELIVERY (710 -2500).

RECORDING PROCEDURES:

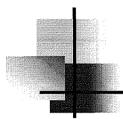
NON-RURAL EMPLOYEE MAKES DELIVERY ON THURSDAY OF WEEK 2

- 1. ENTER "N" FOR NO-SERVICE IN THURSDAY TO CROSS-FOOT TRIP LISTED AT THE BOTTOM.
- 2. ENTER THE NAME AND SS# OF THE NON-RURAL EMPLOYEE WHERE RELIEF CARRIERS ARE LISTED.
- 3. USE THE D/A CODE OF 99-0 IN THE DES/ACT COLUMN.
- 4. RECORD STREET HOURS ROUNDED TO THE NEAREST HOURS AND NOT LESS THAN ONE HOUR IN THE "HOURS" BLOCK UNDER "EQUIPMENT ALLOWANCE".
- RECORD THE NUMBER OF TRIPS.
- 6. RECORD THE NUMBER OF MILES ROUNDED TO THE NEAREST MILE.
- 7. DO NOT RECORD ANY WORK HOURS IN THE "ACTUAL WEEKLY HOURS" BLOCK.
- 8. NON-RURAL EMPLOYEES WILL RECEIVE A SEPARATE EMA CHECK.



NON-RURAL EMPLOYEE

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1314-F

Rural carriers (designations 71, 72, and 74) are always charged leave in 8-hour increments. Enter the Days Assigned Carrier Absent Code (DACA) on Form 1314, Regular Rural Carrier Time Certificate. Enter only those hours taken for FMLA reasons on Form 1314-F. FMLA hours should never exceed the number of hours charged.

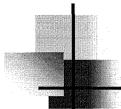
Rural carriers may take up to 80 hours of earned sick leave for dependent care in a postal leave year. Enter leave in the DACA block on Form 1314 for rural carriers (designations 71, 72, and 74). Enter 8 hours under sick leave for dependent care on Form 1314-F. If sick leave for dependent care hours are to be used for an FMLA covered condition, enter only those hours taken under FMLA sick leave for dependent care on Form 1314-F.

Replacement carriers (designations 77 and 79) in a leave earning status who have accrued sick leave may take sick leave for dependent care in hourly increments. The number of hours taken under FMLA Sick Leave (SL) dependent care or non-FMLA sick leave for dependent care are recorded on Form 1314-A, Rural Carrier Auxiliary Certificate, and on Form 1314-F. If a replacement carrier is unavailable and it is due to an FMLA reason, record the time on Form 1314-F under replacement carrier unavailable. Complete Form 1314-F using route type and number A996 and submit with the other time certificates for processing at the end of the pay period.

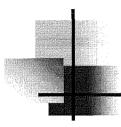


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SPECIAL CIRCUMSTANCES



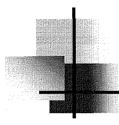
HOLIDAY ON RELIEF DAY

EXAMPLE: THE HOLIDAY FALLS ON THE SECOND THURSDAY, WHICH IS THE CARRIER'S SCHEDULED RELIEF DAY. WEDNESDAY BECOMES THE HOLIDAY AND THE RELIEF DAY CODE (K) IS ENTERED IN THE DACA BLOCK.

THE ASSIGNED CARRIER WILL BE COMPENSATED FOR 9 DAYS EVALUATION OF THE ROUTE, 1 DAY OF HOLIDAY WORK, AND 10 TRIPS EMA.

WHEN A REGULAR CARRIER WORKS A DESIGNATED HOLIDAY IT DOES NOT GENERATE AN X-DAY.

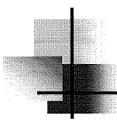
THE SUBSTITUE CARRIER WILL BE COMPENSATED 1 DAY EVALUATION AND 1 TRIP EMA.



HOLIDAY ON RELIEF DAY

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REGULAR RURAL CARRIER TIME CERTIFICATE



FREE SATURDAY

In addition to the Saturday, there are 5 or more consecutive chargeable leave days, Used in any combination preceding or prior to the Saturday

- Chargeable Leave
- Annual Leave
- Sick Leave
- Holiday Leave
- Court Leave
- Donated Leave

NOTE:

X & O days will break the continuity for free Saturday



FREE SATURDAY

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The assigned carrier is charged 5 days' armitel have and is compensated as follows:

- Week 1 5 days' annual leave and 1 free Saturday at the evaluation of the route.
- Week 2 40.00 hours at RSC B, grade 5 attained step, plus 1.30 hours at 150 percent of same rate and six trips EMA. Salurday is a free Saturday.

The substitute carrier is compensated as follows:

Week 1 6 days at the appropriate daily rate of pay and six trips EMA for week 1, and 1 day plus EMA for week 2.



FREE SATURDAY

The carrier is entitled to NO free Saturdays in the following example because the "I" day breaks up the continuity of leave. There are not 5 consecutive chargeable leave days in addition to the Saturday.

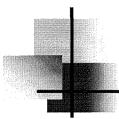
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The carrier is entitled to 1 free Saturday in the following example:

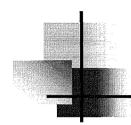
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HIGHER LEVEL

- PS FORM 1723
- > 30 DAYS
 - Prepare a Form 50 assigning employee to higher level position, effective beginning of next pay period
 - When assignment over Prepare Form 50 assigning employee back to Rural Carrier position.
- < 30 days
 - Do not prepare a Form 50
 - Record time as work hours other than rural on PS Form 1314



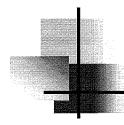
HIGHER LEVEL

HOW TO RECORD SITUATIONS WHERE THE REGULAR CARRIER DOES A SHORT TERM DETAIL - LESS THAN 30 DAYS

- 1. RECORD DACA "P" "B" OR "Y" IN THE APPROPRIATE DAY ON PS FORM 4240.
- 2. DOCUMENT TIME ON PS1234 (GREEN CARD).
- 3. CARRIERS RECEIVE A FULL DAY'S PAY FOR "P" DAYS.
- 4. CARRIERS RECEIVE HOLIDAY WORK PAY FOR "B" DAY.
- 5. NO EMA PAID FOR DACA CODES "P","B", OR"Y".
- 6. "Y" DAY EARNS AN "X" DAY.
- 7. CARRIER WORKS RELIEF DAY & DESIGNATED HOLIDAY.
- 8. SUB CARRIER CASES AND DELIVERS THE ROUTE AND IS RECORDED ON PS 4240.
- 9. TRANSFER HOURS VIA PS 1236 WEEKLY FROM RURAL (710-2500) TO ASSIGNMENT.

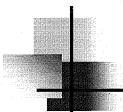
RECORDING PROCEDURES:

- 1. ENTER THE APPROPRIATE DACA CODE FOR EACH DAY.
- 2. TOTAL ALL HOURS FOR EACH DAY IN "P","B", OR "Y" STATUS AND INCLUDE IN "ACTUAL WEEKLY HOURS" BLOCK OF THE PS 1314 ALONG WITH ANY ROUTE TIME.
- 3. INCLUDE THOSE HOOURS IN THE "ACTUAL WEEKLY HOURS" BLOCK FOR THE WEEK.



HIGHER LEVEL

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2240-R

UNITED STATES POSTAL SERVICE:*		Date 2/7/96
Rural Pay or Leave A	Adjustment Request	Ø Form 1314 Correction ☐ Form 1314-A Correction
Corrected Form 1314 (Atlach original)		
Name of Assigned Carrier	Finance Number Social Security N	
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	<u> </u>	una Hon 3/8/96
PS Form 2240-R , June 1984		•

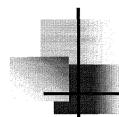


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This certifies that the above carrier rendered service in compliance with Postal regulations Postmastors Signature Date Carrier Initial									7													
AUXILIARY RURAL CARRIER TIME CERTIFICATE EDM-7833																						



UNITED STATES POSTAL SERVICE _N			Date	11/12/96	
Rural Pay or Leave A	djustment R	equest	□ Form	13E4 Comection 🗵	Form 1314-A Correction
Corrected Form 1314 (Attach original) Name of Assemed Conter	Finance Number	Series	Security Humber	Dos. Route No.	FLSA Year PP
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Corrected Form 1314-A (Asach original)		81 10Q¥		Hours 100s	
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		Approx	rmq Officer's Signature	and Onte	
PS Form 2240-R , June 1994		<u>_</u>	1 of free		13186



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UNITED STATES POSTAL SERVICE

Rural Carrier Supplemental Payment

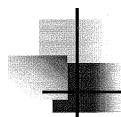
Instructions

Local Postmaster

- Complete this form for a Regular Rural Carrier (Designation 71) serving a regular route. (Replacement carrier's time must be recorded on Form 1314-A, <u>Auxiliary Rural Carrier Time Certificate.</u>)
- Record the carrier's name, Social Security number, and finance number. (Issuing office must complete return to block.)
- 3 Record the date and time in minutes. (Do not enter any hours on form.)
- 4. Indicate the pay period, year, and week.
- 5. The carrier, postmaster, and District MUST sign this form.
- Record reason for payment in justification. If no reason is given, or the form is incomplete, it will be returned, unprocessed.
- 7. Submit form to District for approval by Operations Program Support.

PS Form 8127, July 1994

REMEMBER SIGNATURES ARE REQUIRED FOR BOTH THE CARRIER AND MGR/PM



LTATS

RURAL HOURS TRANSFERRED OUTSIDE YOUR OFFICE MUST BE PROCESSED AS A PRIOR WEEK ADJUSTMENT

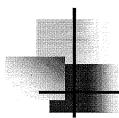
 D/A
 LDC
 D/A
 LDC
 FINANCE

 EXAMPLE:
 710
 2500
 TO
 710
 2500
 XX-XXXX

MANUAL OFFICES TRANSFERRING RURAL HOURS USING A PAY LOCATION MUST BE COMPLETED ON A 1236A AND

FORWARDED TO THE FINANCE BUDGET DEPARTMENT. THIS WILL BE PROCESSED AS A PRIOR WEEK ADJUSTMENT

	D/A	LDC		D/A	LDC	PAYLOC	FINANCE
EXAMPLE :	710	2500	TO	710	2500	XXX	XX-XXXX



LTATS

RURAL HOURS TRANSFERRED WITHIN YOUR OFFICE TO ANOTHER D/A AND LDC, EXCLUDING RURAL,
CAN BE PROCESSED DURING THE SAME WEEK.
THIS IS THE ONLY RURAL HOUR TRANSFER THAT CAN BE PROCESSED IN THE SAME WEEK.

	D/A	LDC		D/A	<u>LDC</u>	FINANCE	YYYYPPW
EXAMPLE:	780	2500	ТО	410	4300		

RURAL HOURS CAN NEVER BE TRANSFERRED USING A TRAINING D/A AND LDC CODE.

	D/A	LDC		<u>D/A</u>	<u>LDC</u>	FINANCE
EXAMPLE:	780	2500	TO	999	9200	