

# **MDD-IO & MDD-TR Scanners**

## **Functions 2 & 4**

### **Timekeeping**

**March 22, 2022**

# F2 & F4 Timekeeping

## Background

- The vendor that supplied Hyper Electronic Badge Readers (HEBR) went out of business in August of 2018.
- The HEBRs are over 25 years old, and some replacement parts are in short supply, especially the motherboards.
- Current projections have the supply of HEBRs being exhausted in **FY2023**.
- Developing a new process for time keeping purposes has become necessary.
- The Postal Service will utilize existing technology (MDD-IO and MDD-TR scanners) to transmit clock rings to Time and Attendance Control System (TACS)



MDD-IO

Employees performing Function 4 duties must utilize MDD-IO (MIO) scanners for time keeping.

Work hours for each employee will be transmitted from the MDD-IO and MDD-TR devices to Regional Intelligent Mail Servers (RIMS), and then reported to the Time and Attendance Control System (TACS).



MDD-TR

Employees performing Function 2 duties must utilize MDD-TR scanners for time keeping.

# MDD-TR Scanner

## Function 2

### Timekeeping

# F2 Timekeeping: RIMS – Mobile Delivery Device (MDD-TR)

## Changes on MDD-TR

- MDD-TR Application is modified to accept City Carriers clock rings, Carriers time can be posted in the TACS application from **RIMS**
- AMS Route Drop-down box added to reduce manual entries
- Carriers must scan their badge prior to recording the rings



## Five clock rings are available:

1. Begin Tour
2. Out for Lunch
3. Return from Lunch
4. Move
5. End Tour

- Once DEPART2ROUTE scan is performed or the **facility shape of the office is broken**, the scanner will automatically suppress “Out for Lunch” and “Return from Lunch” rings, until a RETURN2DU is scanned.
- “Move” ring requests carrier to enter the operation ID, and the scanner will provide a list of available IDs to select from. For other ring types operation ID is not mandatory.

# F2 Timekeeping: RIMS – Mobile Delivery Device (MDD-TR)

## Pre-Implementation Checklist

- All carriers must have a current barcoded ID badge.
- All offices must ensure they have MDD-TRs for each of their AMS routes and any Full-Time Non-AMS routes. The number of the spare MDD-TRs on hand must be equal to the combined total of AMS and Full-Time Non-AMS routes times 10%.
- MDD-TRs that are Lost, Damaged or Not Working must be reported to the Helpdesk.
- Offices must verify via **RIMS-Tracking-Device Asset Summary** that the latest Software Version (7.50) is used.
- All MDD-TRs must be accessible in the morning, so carriers can record their Begin Tours. The location surrounding the MDD-TRs will become a new area where carriers will gather to pick-up their scanners. Each site needs to GEMBA to ensure no safety hazard exist.
- Supervisors must review clock ring daily and notify carriers if clock-ring errors are observed.

# Timekeeping for City Carriers: "Begin Tour" Clock Ring



Scan your badge



Select Ring type "Begin Tour"



Verify pre-populated data and modify as necessary, press ENTER  
 Note: Finance # is greyed out. Route ID displays as Login Route ID.



Press Enter to move forward or enter/select Operational ID. For this clock ring, the Operational field is optional



"Information recorded successfully!" briefly appears then exit out of the Time Clock application and return user to the previous screen



ESC ENTER

# Timekeeping for City Carriers: "End Tour" Clock Ring



Scan your badge



Select Ring type "End Tour"

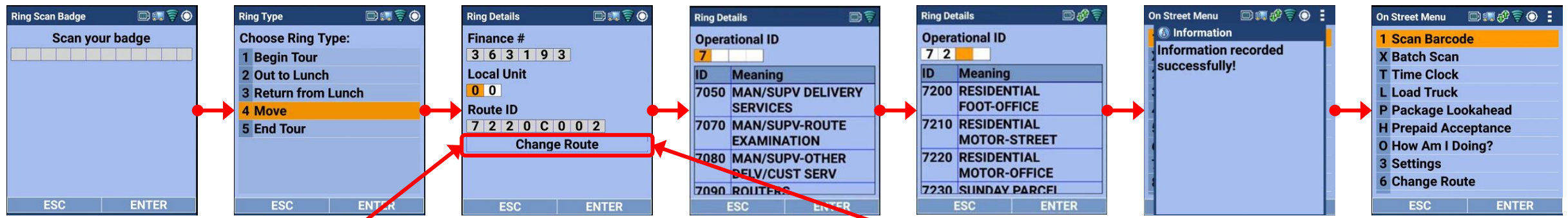


Information recorded successfully!" briefly appears



Upon completing the transaction, MDD will log the user out from the Time Clock application and return to the previous screen

# Timekeeping for City Carriers: "Move" Clock Ring



Scan your badge

Select Ring type "Move"

Verify pre-populated data and modify as necessary, press ENTER

Note: Finance # is greyed out.  
Route ID displays as Login Route ID.  
To change route, select "Change Route" button.

For "Move" event, Operational ID field is required.

Select Operational ID from the list or manually enter 4 digits Operational ID. Press ENTER to move forward

"Information recorded successfully!" briefly appears then exit out of the Time Clock application and return user to the previous screen

## Change Route workflow if carrier needs to perform duty in different assigned route ID



Auto populated with assigned route from RIMS

Select "E-Enter Route Number" to manually change Route ID

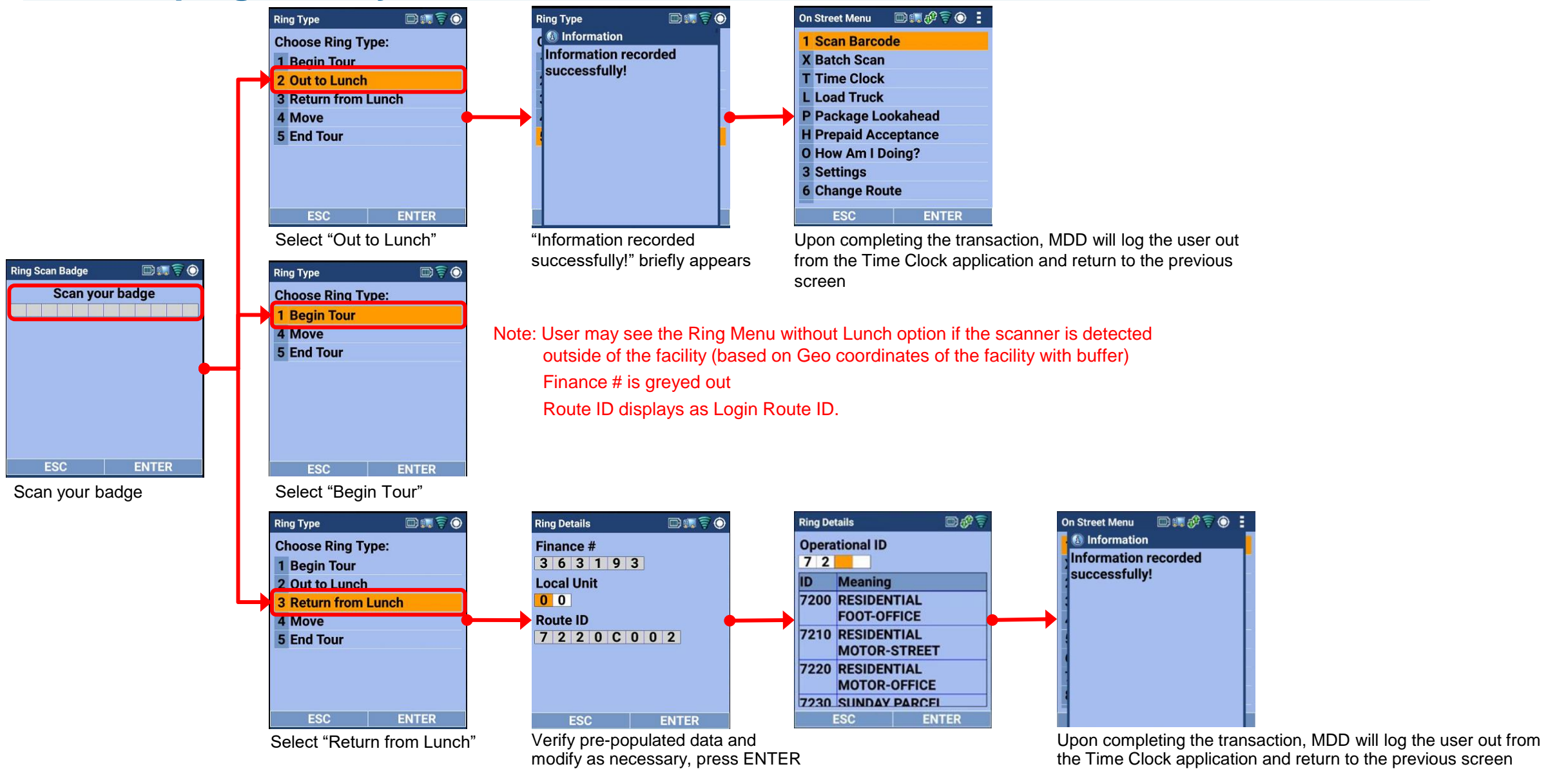
Select appropriate route type

Confirm entered Route info and Press "Enter"

Pop up message displays briefly to confirm Route ID has been changed

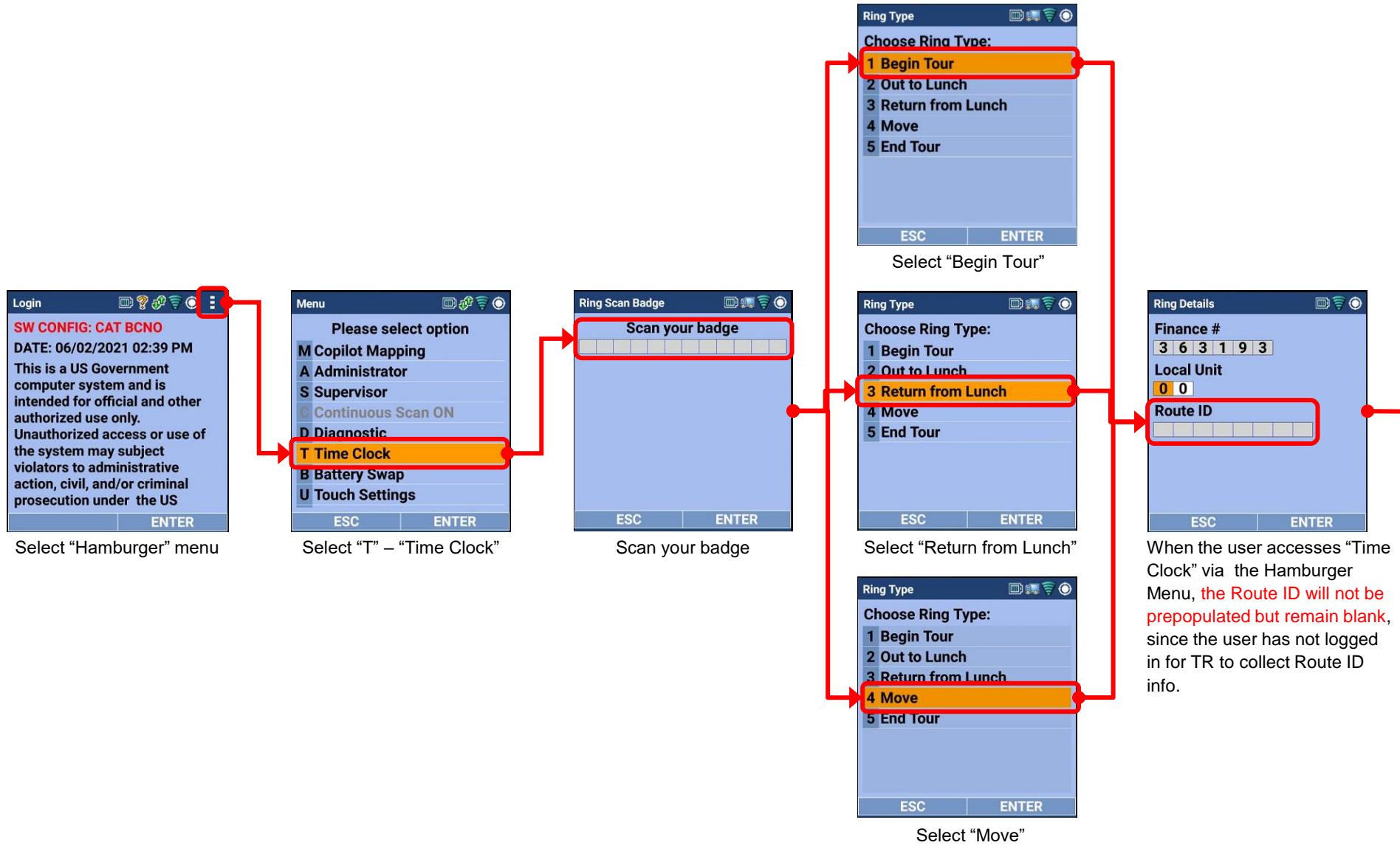
Route ID change should reflect on TACS Route ID

# Timekeeping for City Carriers: "Out to Lunch" & "Return from Lunch" Clock Rings





# Timekeeping for City Carriers: Using Time Clock via Hamburger Menu



The following screens will display the same sequence as in "normal" workflow. Once clock ring recording is complete, the scanner returns to the login screen.

When the user accesses "Time Clock" via the Hamburger Menu, the Route ID will not be prepopulated but remain blank, since the user has not logged in for TR to collect Route ID info.

# Timekeeping for City Carriers: Using Dropdown Box

Login

Welcome  
ROUTE ID  
7220C000

Scan badge barcode

ESC

Scan your badge

User Role

- 1 Postmaster
- 2 Manager
- 3 Supervisor
- 4 Clerk
- 5 City Carrier
- 6 Rural Carrier
- 7 Mail Handler
- 8 Administrative
- 9 CDS/HCR Carrier

ESC ENTER

Select User Role

User Type

User Setup:

HOA  
DANG  
9127

- 2 On Street Motorized
- 3 On Street Walking

ESC ENTER

Select User Type

User Route

Select Route:

- 1 Scan Route Barcode
- 2 97220 City Rt. 001
- 3 97220 City Rt. 004
- E Enter Route Number

ESC ENTER

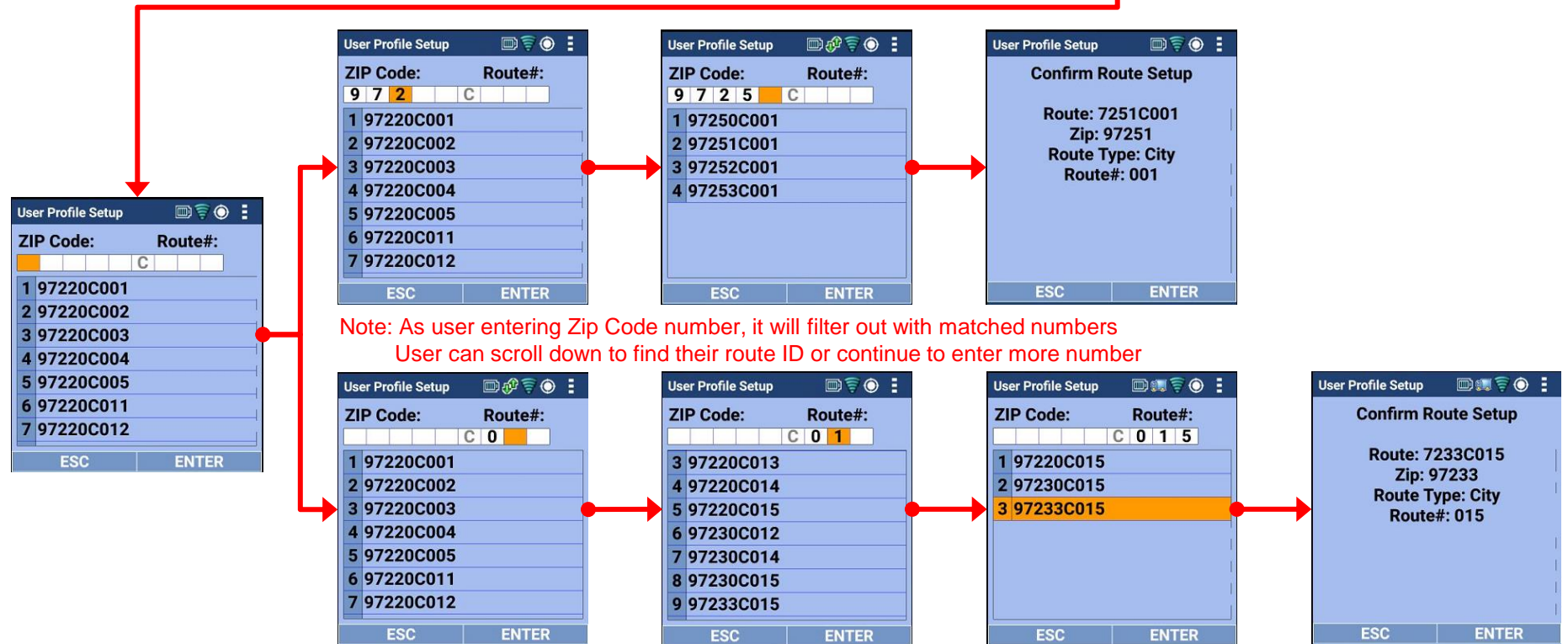
Select Enter Route Number

User Profile Setup

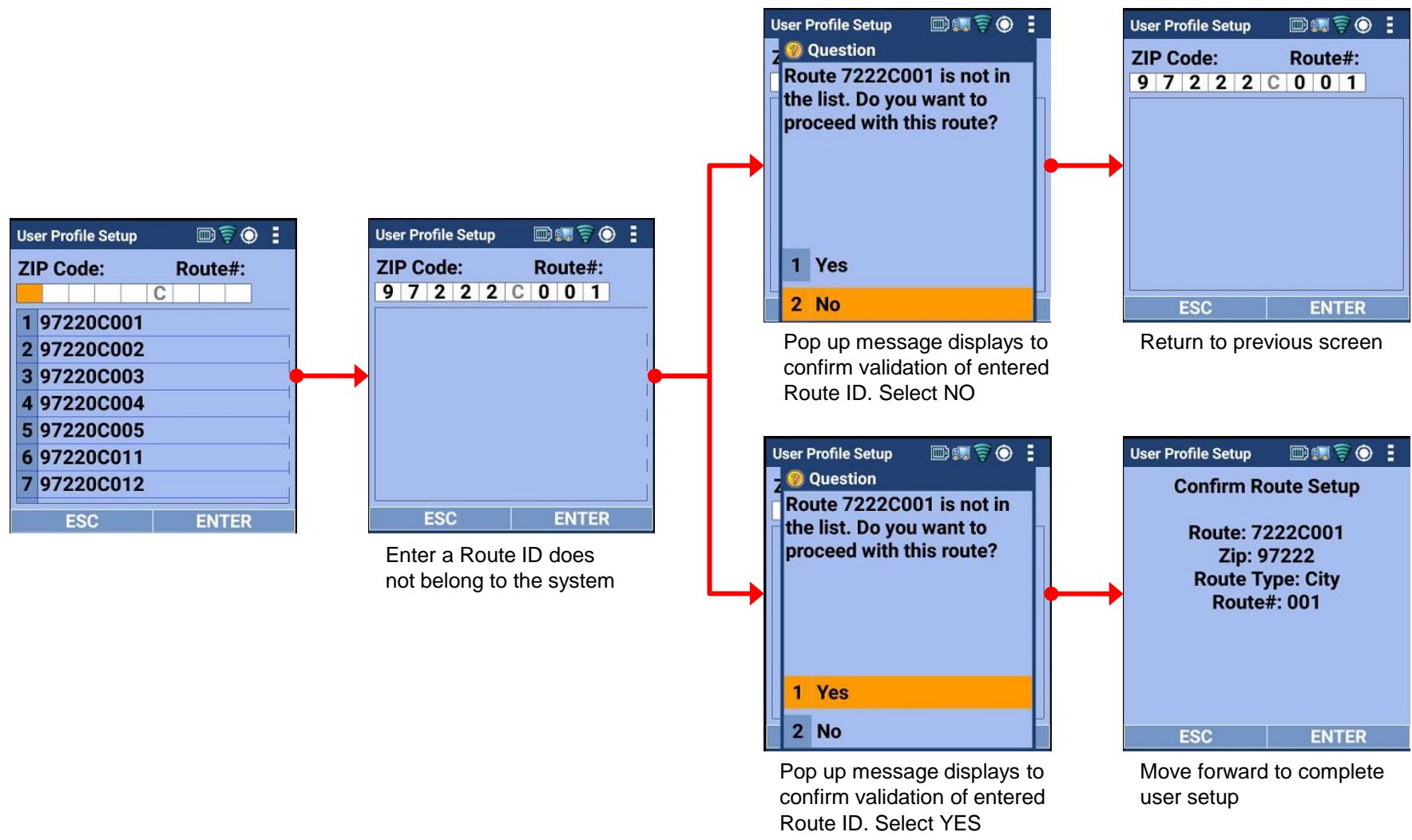
- 1 City
- 2 Rural
- B HCR
- 3 Dynmc City
- 4 Dynmc Rural
- 5 Static City
- 6 Static Rural
- K Local Dynamic City
- L Local Dynamic Rural

ESC ENTER

Select Route Type



# Timekeeping for City Carriers: Using Dropdown Box for Manual Entry



**MDD- In Office (MDD-IO)**  
**Function 4**  
**Timekeeping**

# F4 Timekeeping: RIMS – Mobile Delivery Device In-Office Scanner (MIO)

## Processual Changes

- The new time keeping process will utilize operational move placards placed in work locations throughout the office which employees will scan.
- MIO scanner will record Retail & Customer Service employees' clock rings, and work hours will be posted in the TACS application from **RIMS**.
- Employees can access Time Keeping workflow by pressing hot key combination “Red” + “F” and scan their badge prior to recording the rings.



## Pre-Implementation Checklist

- All employees must have a current barcoded ID badge
- EAS staff must have required access to RIMS and TACS for the Proof-of-Concept facility
- Print and post all applicable placards; ensure they are easily accessible in each operational area
- All MIO scanners must be available and configured to the correct finance number
- All clerks must log into MIO scanners
- Print and post SWIs and SOPs for reference
- Ensure all employees have been properly trained
- Ensure PS1260s are available (for back-up purposes)

# F4 Timekeeping: RIMS – TACS Creating and Printing Placards

## Placard Procedures

To create placards **log into Regional Intelligent Mail Servers (RIMS)**

<https://rims-imdas.usps.com/login.php>

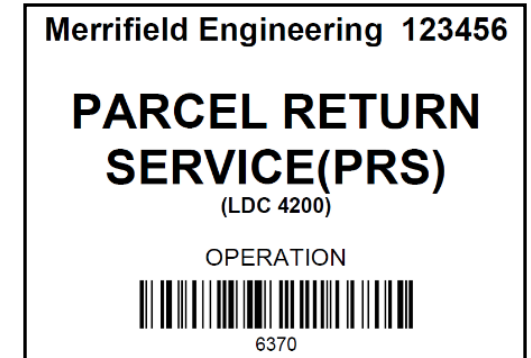
## RIMS/TACS Operations

In RIMS navigate to the TACS operations screen. This allows management to create, edit, delete, and print TACS placards that can be scanned by employees when performing work that falls under a specific operation code.

When first displayed, the TACS operations list is sorted in ascending order based on operation description, but it can be sorted by any field where the column title is underlined. The list can be searched by finance number, operation description, and operation code, and can be exported to an Excel or CSV formatted file for reference.

The list currently supports only In-office operations but may be enhanced at a later date to include On-street operations as well.

The data in the list is stored in RIMS for an indefinite time period and can be modified or deleted at any time.



### List of TACS operations:

- Edit (*hyperlink used to modify an entry*)
- Type (*In-office is currently the only option*)
- Finance Number
- Operation Description
- Operation Code
- LDC Code (Labor Description Code)
- Created Datetime (CST)

# F4 Timekeeping: RIMS – TACS Creating and Printing Placards

## TACS operations screen sample: step-by-step instructions

### 1 Config Tab – TACS Operations

1

2

Edit	Type	Finance Number	OPERATION DESCRIPTION
<a href="#">Edit</a>	IN-OFFICE	020313	ADMIN & CLER AREA STAT
<a href="#">Edit</a>	IN-OFFICE	020314	ALLIED DISTRIBUTION
<a href="#">Edit</a>	IN-OFFICE	020314	AMAZON FRESH DIST
<a href="#">Edit</a>	IN-OFFICE	020313	BULK MAIL ACCEPTANCE
<a href="#">Edit</a>	IN-OFFICE	020313	BUSINESS REPLY MAIL (BRM)
<a href="#">Edit</a>	IN-OFFICE	020313	CAGES SRVS CARR/SPC DLY
<a href="#">Edit</a>	IN-OFFICE	020314	COA SCANNING
<a href="#">Edit</a>	IN-OFFICE	020314	COLLECTIONS-CPMS
<a href="#">Edit</a>	IN-OFFICE	036367	CUST SERV ACTIVITIES
<a href="#">Edit</a>	IN-OFFICE	020314	CUST SERV ACTIVITIES
<a href="#">Edit</a>	IN-OFFICE	036367	CUSTODIAL PER MOU
<a href="#">Edit</a>	IN-OFFICE	036367	DBCS/DIOSS DPS-1ST PASS
<a href="#">Edit</a>	IN-OFFICE	036367	DBCS/DIOSS DPS-2ND PASS
<a href="#">Edit</a>	IN-OFFICE	036367	DBCS/DIOSS I/C PRIMARY

### 2 To Add a New Operation

For most Op. Codes Finance# defaults to the site Finance#, and user can't modify it.

- Select an Operation Description from the dropdown list
- Finance Number (*Default Finance#*)
- The Operation code and LDC code are populated automatically
- Click on the Save button

For Op. Code 6210 Finance# doesn't default to the site Finance#, and user can enter one.

# F4 Timekeeping: RIMS – TACS Creating and Printing Placards

## TACS operations screen sample: step-by-step instructions

### 3 To Print a Placard

1. Select the placard(s) to be printed by checking the box next to the desired operation
2. Click the Print Placards button
3. The placard is printed in PDF, one placard per page, showing the facility description for the current office followed by the finance number, the operation description, the LDC and a barcode that captures the information.

**TACS Operations**

[New Operation](#) [Print selected Placards](#)

2) Click to print the placard

Finance Number    Operation Description    Operation Code

[Search](#) [Clear](#)

Results: Viewing Items 1-20 of 42.

<input type="checkbox"/>	Edit	Type	Finance Number	OPERATION DESCRIPTION ▲	Operation Code
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	IN-OFFICE	020313	ADMIN & CLER AREA STAT	6780
<input type="checkbox"/>	<a href="#">Edit</a>	IN-OFFICE	020314	ALLIED DISTRIBUTION	2410
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	IN-OFFICE	020314	AMAZON FRESH DIST	0760

1) "Check" the check box for printing





# F4 Timekeeping: RIMS – TACS Creating and Printing Placards

## TACS operations screen sample: step-by-step instructions

### 4 To Edit or Delete an Operation Entry

- Click on the Edit hyperlink next to the entry to be edited or deleted

New Operation Print selected Placards

Finance Number Operation Description Operation Code

Search Clear

Results: Viewing items 1-20 of 42.

<input type="checkbox"/>	Edit	Type	Finance Number	OPERATION DESCRIPTION
<input type="checkbox"/>	<a href="#">Edit</a>	IN-OFFICE	020313	ADMIN & CLER AREA STA
<input type="checkbox"/>	<a href="#">Edit</a>	IN-OFFICE	020314	ALLIED DISTRIBUTION

- Select an Operation Description from the dropdown list
- To save the changes, click Save
- To delete the entry, click Delete

TACS Operations:

Save Cancel Delete

Operation Description: ADMIN & CLER AREA STAT - 6780

Finance Number: 663102

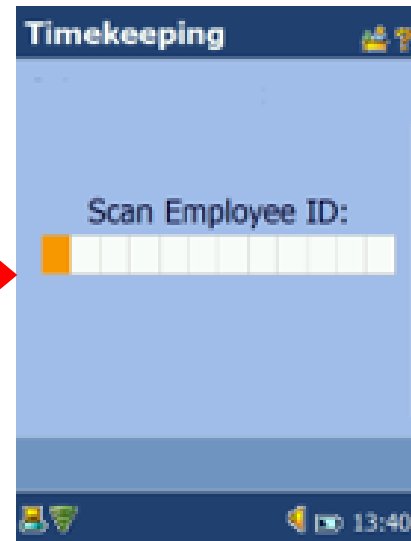
Operation Code: 6780

LDC Code: 4800

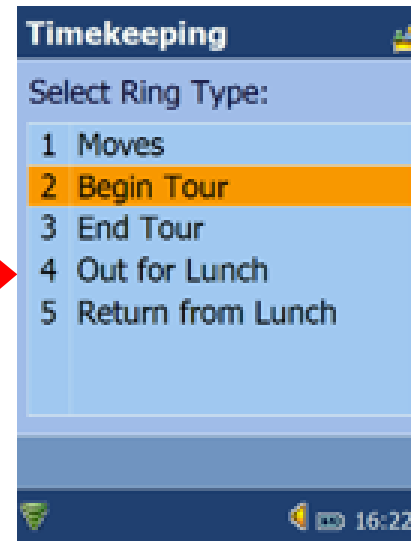
- Once all placards have been printed for the facility, they should be displayed in or nearest the workstation.
- Placards should be easily accessible for employee to reach.
- If the office requires employees to travel to various locations, placards for these finance numbers should be displayed in a segregated area as to not be confused with the primary office placards.

# F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

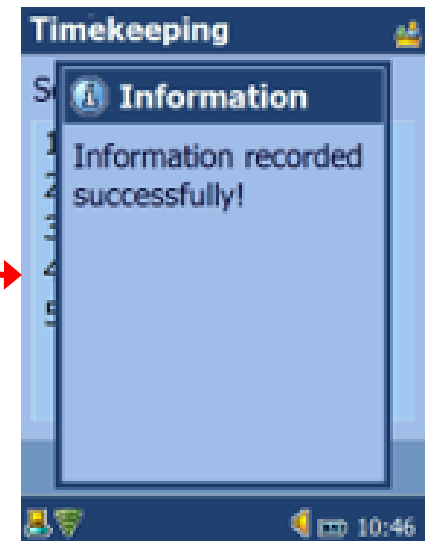
Employee begins work for the day



Scan your badge

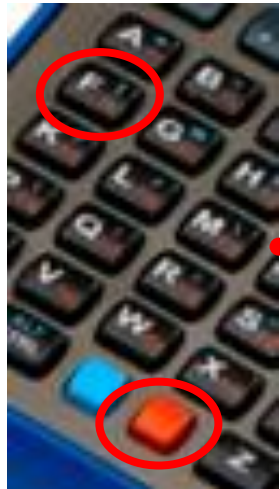


Select "Begin Tour"



# F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

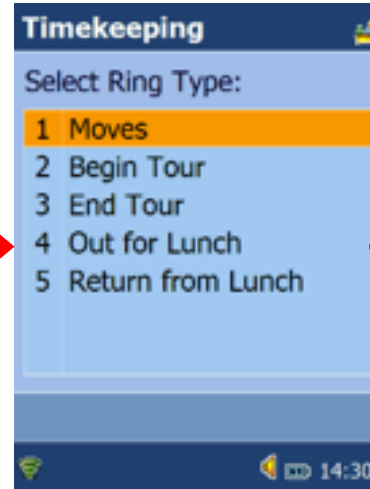
## Employee starts assignment



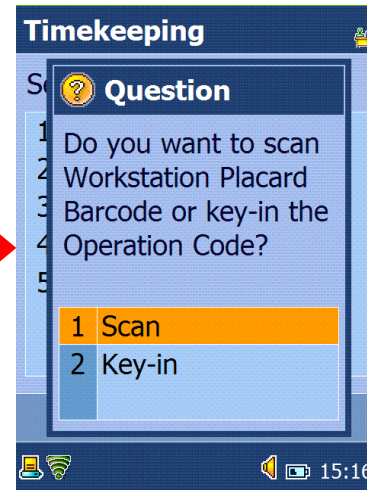
Press **RED+F**



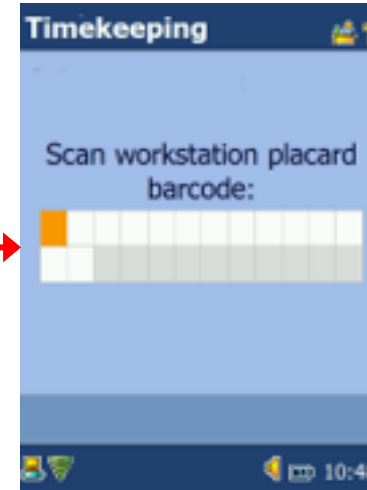
Scan your badge



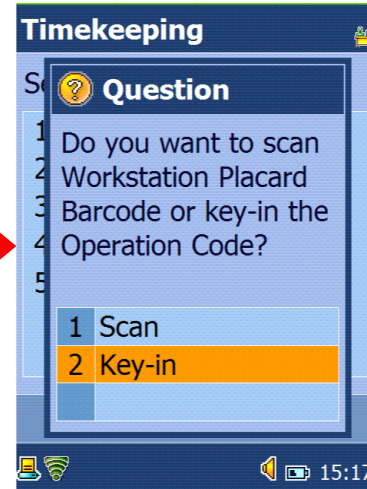
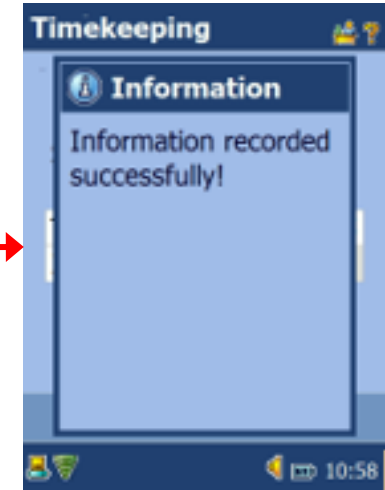
Select "Move"



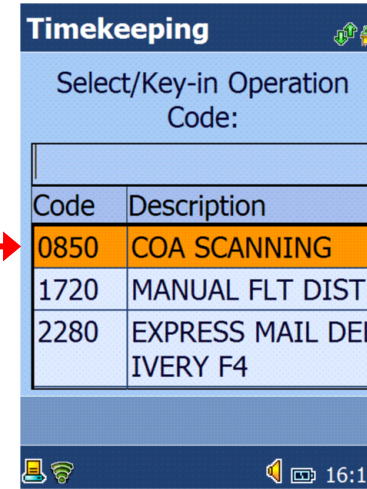
Select "Scan"



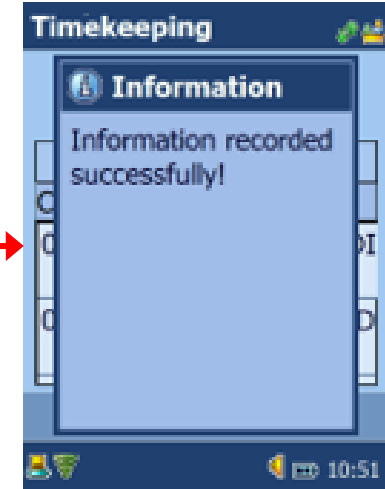
Scan Placard



Select Key-in Placard

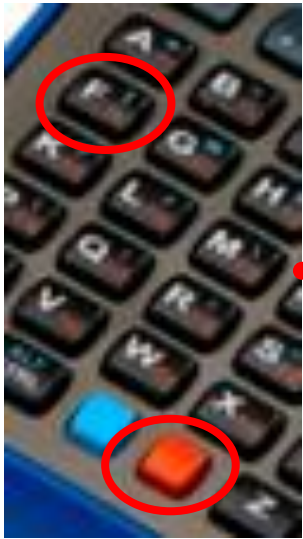


Select/Key-in Operation Code

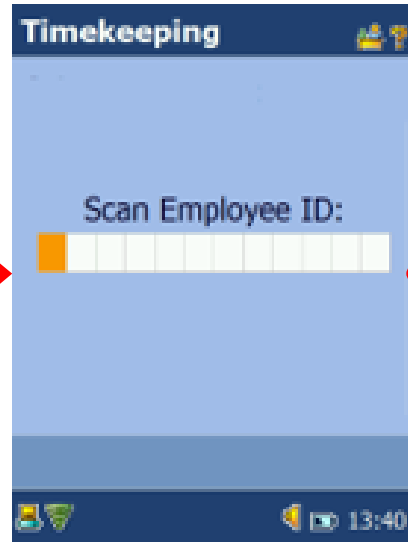


# F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

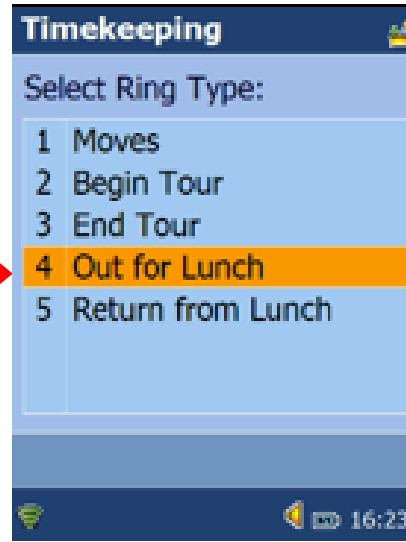
## Employee takes lunch break



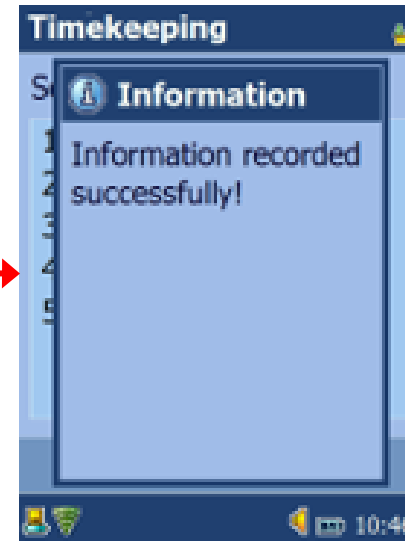
Press **RED+F**



Scan your badge

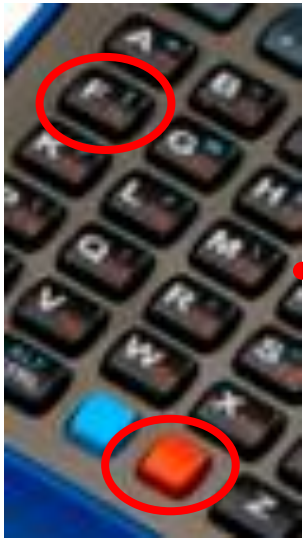


Select "Out for Lunch"

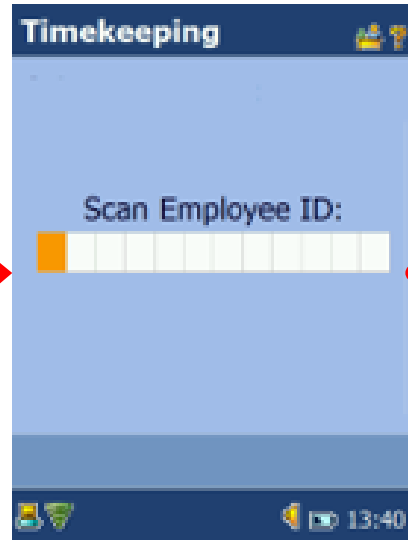


# F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

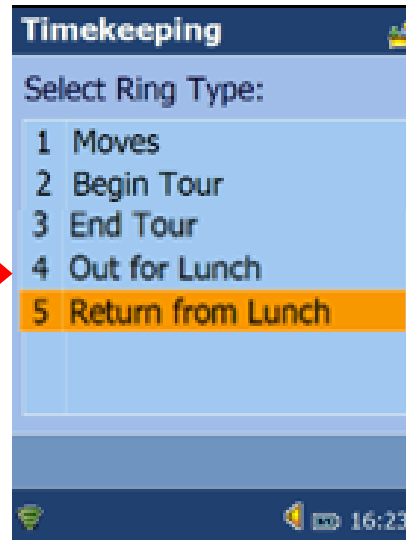
## Employee returns from lunch break



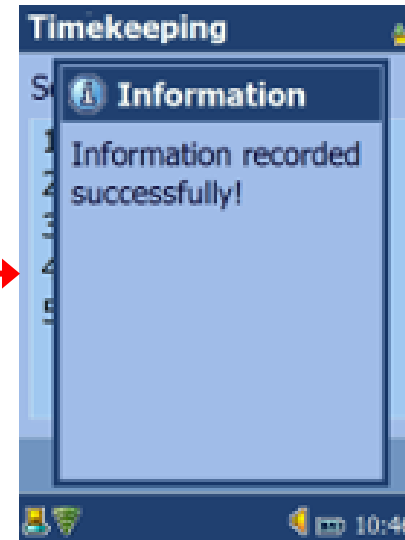
Press **RED+F**



Scan your badge

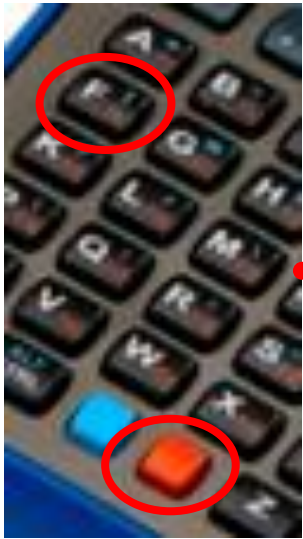


Select "Return from Lunch"

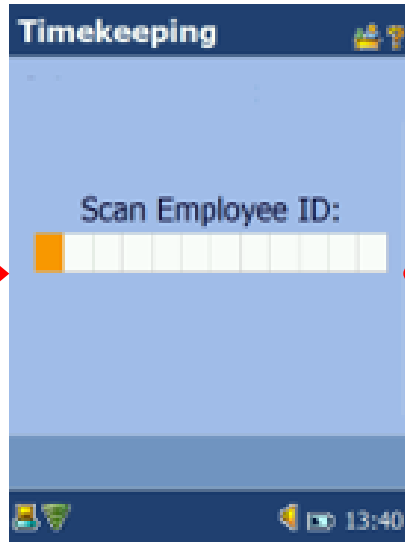


# F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

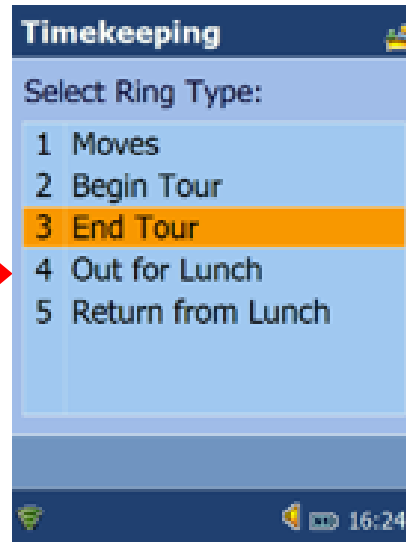
Employee ends work for the day



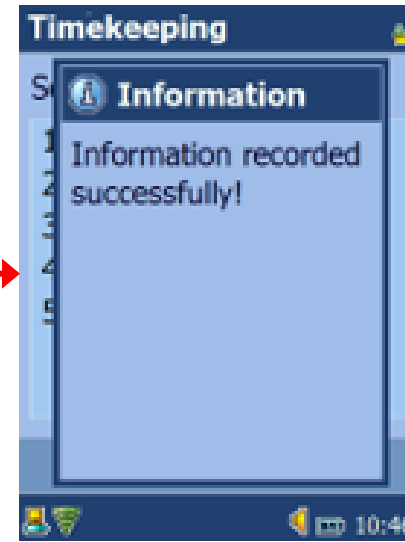
Press **RED+F**



Scan your badge



Select "End Tour"



# Questions?

