

Identifying intentional false editing of clock rings



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NALC representatives in those areas noticed these discrepancies, filed grievances on behalf of the letter carriers involved, and made sure those individuals were paid the money they rightfully earned.

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In response to those events, NALC recently developed some tools for letter carriers and their union representatives to use for the purpose of identifying and challenging any potential future false editing of clock rings. While there are times when union representatives review employees’ clock rings for errors, the easiest way to identify instances of letter carriers being shorted pay is for letter carriers to take an active role in monitoring the hours they work and their resulting pay. Many letter carriers already track their hours and match that time up to the amount of money on their paychecks.

With that idea in mind, NALC has created the NALC Work Hour Tracker for each letter carrier to use to keep track of their hours. The tracker contains 52 pay periods worth of fillable tracking forms; a detailed instruction page that explains how to properly track hours and figure overtime for full-time regular, part-time flexible and city carrier assistant (CCA) letter carriers; a USPS pay period calendar; and time conversion table. It even has a page for each pay

period to take notes, where letter carriers can record things that occurred during that timeframe, such as which routes they carried, if they took a lunch for more or less than 30 minutes, if they left early to go to a doctor’s appointment, when they took annual leave, etc. These notes could be invaluable if it’s determined after the pay period is over that an edit in clock rings resulted in a loss of pay.

Once printing has been completed, the NALC Work Hour Tracker will be made available for distribution to current NALC members by local branches and the 15 NALC national business agents throughout the country. In the future, it also will be issued to all new CCAs who join the union. For letter carriers who would like to track their hours electronically, rather than manually with the printed version of the tracker, a fillable version of the NALC Work Hour Tracker will be made available on the NALC website and will be incorporated into a mobile app.

NALC also has created some training materials to assist union representatives with identifying contractual violations and with filing successful grievances when management falsely edits letter carriers’ clock rings. The material consists of *The NALC Guide to Identifying Intentional False Editing of Clock Rings*, a PowerPoint presentation to be used at local and regional training sessions, and a grievance starter that outlines how union representatives can effectively challenge these situations.

This guide and the PowerPoint presentation provide a detailed understanding of how to read the Employee Everything Report, better known as clock rings, which is created from the USPS Time and Attendance Collection System (TACS). It also describes how to properly identify inaccurate edits or entries, and how to do so with the most efficient use of resources. And the guide offers advice for union representatives on educating members about the importance of monitoring the hours they work and the pay they ultimately receive.

Anytime a supervisor falsely edits a letter carrier’s clock rings, no matter how small of a change in the resulting pay, union representatives should make sure a timely grievance is filed. Letter carriers work tireless hours every day of the week delivering the nation’s mail, and they deserve to be paid every penny they earn. Once final distribution of all these materials is complete, I encourage all letter carriers to use the NALC Work Hour Tracker to monitor the number of hours they work. If you ever notice that your paycheck doesn’t reflect all of those hours, you should immediately inform a local NALC branch representative for further investigation, and about filing a grievance if necessary.