

# Work Hour Tracker app is now up



**Brian  
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however, management must ensure that the changes it makes are accurate.

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We have seen too many cases of times being inappropriately edited. Sometimes such edits affect the evaluation of a letter carrier’s assignment or route, whether on a daily basis or during a route count and inspection. Time entries in TACS are transferred to the Delivery Operations Information System, and inaccurate entries will make it appear that a letter carrier spent more or less time delivering his or her route than he or she actually did, depending on the mistake that was made.

If a letter carrier receives one hour of auxiliary assistance, but that assistance is actually recorded as 30 minutes (or not recorded at all), then it would appear that the route took less time to be delivered than it actually did. Conversely, the time actually spent delivering on that carrier’s assignment must be recorded to another route or operation and it could make it appear that another route took more time to be delivered than it actually did, or that the carrier spent more time doing something else than he or she actually did.

Another negative result of inaccurate editing of clock

rings is the effect it could have on a letter carrier’s pay. Unfortunately, NALC has recently seen cases of widespread and intentional false editing of clock rings in certain cities.

**In these instances, managers were deliberately changing the end-of-tour clock rings made by letter carriers to reflect an earlier time while they were still working.** These edits ranged from just a few minutes to several hours of time spent on the clock being taken away from employees. Obviously, these edits resulted in letter carriers receiving paychecks that were less than they had earned. Throughout the cities where this took place, letter carriers were shorted tens of thousands of dollars in pay.

NALC representatives in those cities were able to identify these cases and were able to make the affected letter carriers whole for the pay they rightfully earned and should have initially received. However, it’s important for letter carriers to monitor the hours they work and the pay they ultimately receive themselves as well. We want to be sure that letter carriers have the tools to do so.

The first tool developed was a pocket-sized book that can be used to record clock rings on a daily basis. Along with this pocket book, we created *The NALC Guide to Identifying Intentional False Editing of Clock Rings*. It is available online at [nalc.org/workplace-issues/city-delivery/city-delivery-resources](http://nalc.org/workplace-issues/city-delivery/city-delivery-resources). This guide shows NALC representatives how to identify inappropriate edits and how to address them through the grievance procedure.

The most recent tool is the NALC Hour Tracker app developed for smart phones. The app is currently available on Android devices in the Google Play store. As of this writing, we were still in the testing process with Apple and we hope the app will be available in the App Store soon.

**Before using the app, NALC members should first log in to the Members Only portal by going to [nalc.org](http://nalc.org) and clicking on the “Members Only” box in the top right corner to log in.** After downloading the app, the same login information will be used.

The app allows real time basic clock ring entries such as “begin tour,” “office and street moves” and “end tour.” It will automatically calculate the number of hours of straight time, overtime and penalty time you should be paid each pay period based on the entries made. Once entries are made in the app, the data will be available in the Members Only portal, where it can be edited, and reports can be printed.

We appreciate the feedback we’ve received already. We will continue to work to update and improve the app in the future.