



Frequently Asked Questions Web 1260 Reporting in Level 18 Post Offices

Web 1260 Data Input

Q 1: Most postmasters do not work on Saturday and Sunday. Are they required to make entries on Saturday, Sundays and Holidays?

A: An entry must be made for all days by the end of the week. If no BUW performed, enter No BUW in the drop down.

Q 2: What duties are considered clerk work?

A: Funded activity in F4 Variance is considered Bargaining Unit Work.

Q 3: Are the Postmaster's BUW hours under the Global Agreement going to be defined as particular operations and/or hours or are they going to be at the PM's discretion each week based on conditions?

A: According to the PM's discretion based on local management direction.

Q 4: We foresee a number of issues with predetermined hours. There could be a number of factors each week that would require the specific hours or duties to change as coverage at the APO/RMPO will change weekly or daily.

A: See question 3.

Q: 5: Do Supervisors in Level 18 Stations/Branches have to report BUW via Web 1260?

A: Stations/Branches do not report, only level 18 Post Offices.

Q 6: What if I'm working outside of my FDB hours, Web 1260 won't let me enter my BUW time. What do I do?

A: FDB should be updated to reflect actual office open hours.

Q 7: My office is a level 18 Post Office but is not available in the Web 1260. Why?

A: Validate your office level in FDB to verify it is correct. If FDB level is correct, contact your local F4 coordinator for assistance.

Q 8: If an office was a Level 16 Post Office prior to the last APWU contract and is now a Level 18, are they considered a Level 18 office for purposes of completing the Web 1260 on a daily basis?

A: They are considered a Level 18 Post Office.



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Q 9: What was the purpose of providing the PM Admin Time option under the Window Staffing concurrent work option when it does not subtract the time from the Window Staffing total?

A: This is informational only and is not required.

Q 10: Since only two weeks will be available in Web 1260, if a Postmaster is off for two weeks and not replaced by a clerk on EAS higher level, who should input the data in Web 1260?

A: The clerk that is replacing the Postmaster should input the data in Web 1260.

Q 11: I understand that Web 1260 entries must be completed for each day dating back to December 6, 2014. What information can I use to complete these entries?

A: The workhours reported on PS Forms 1260 should be used to enter data for prior weeks. Absent completed PS Forms 1260, Postmasters should utilize schedules and timekeeping records for prior weeks as a guide to completing the Web 1260. For example, if no clerk was scheduled on a particular day, at a minimum, all Window Open hours would be considered Bargaining Unit Work and should be recorded on Web 1260.

Window Staffing

Q 12: Do we as Postmasters/Managers not log onto POS until it is actually our time to work the window?

A: Yes. Postmasters should not be logged on to POS if they are not staffing the window.

Q13: What about if we are working in back office? Will POS show that we are on the system? We may be conducting audits, counts, or transferring money, this should not be counted as bargaining unit work. In the training they said the union may bump the WOS reports up against what we are actually inputting in the 1260.

A: The time logged into "Back Office" performing administrative tasks does not count towards Window Staffing.



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Q 14: The biggest problem is the 15 hours when clerk is on leave. For instance if my clerk takes leave today, I will have to work 9 hours of bargaining unit work does that mean that I am limited to only 6 hours of bargaining unit work the rest of the week?

A: The Global Settlement affirmed that Postmasters/Supervisors may not exceed the bargaining unit work hour limits established. This is 15 hours per week for Level 18 Post Offices.

Q 15: How are we in agreement that a PM may do box and/or distribution duties at the same time they are doing window?

A: A Postmaster can be logged into the window, not have customers and perform other duties. This time is considered concurrent to Window Staffing.

Q 16: Since Postmasters assist on the window during unexpected high customer volume periods, is this considered Window Staffing? Does this time have to be reported on the Web 1260?

A: All time staffing the window is counted as Bargaining Unit Work.

Q 17: Do I have to generate a Final 1412 to be logged off of POS?

A: No. You can log off of POS without generating a Final 1412.

Q 18: I have been signing on and off POS after every transaction and have long gaps of no retail business. If I am signed off POS, am I still considered doing BUW?

A: All Window Open time that is not being covered by a Bargaining Unit employee is considered Window Staffing regardless of whether the PM is logged on to POS.

Q 19: I understand that if I'm in back office POS, receiving stock or transferring stock, that's not craft work, right?

A: This work is not exclusively Bargaining Unit work and would not need to be reported on the Web 1260.



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Postmaster Absence

Q 20: Should the BUW performed by Clerks on Higher Level be recorded in Web 1260?

A: If a clerk is temporarily detailed to the position of OIC, acting as Postmaster in an EAS detail assignment, the performance of Bargaining Unit Work would have to be recorded. If the Clerk is instead a Lead Clerk or detailed to the position of Lead Clerk, none of the Bargaining Unit Work performed would be recorded.

Q 21: If the Postmaster is on leave and the unit is staffed only by a clerk, how should time be input? If zero time is input, it would appear as noncompliance. If all clerk time is input, it would appear as an exception.

A: Only Bargaining Unit Work performed by EAS personnel is reported on Web 1260.

CSV/SOV Workload Credit

Q 22: Why does the APO receive the workload credit for routes that are domiciled in an RMPO? This includes the allied, accountables, UBBM, dispatch, etc. that should be credited to the RMPO because the work is performed in the RMPO. If the APO receives the credit, this could skew the level of the RMPO based on the workload credits.

A: AMS should reflect the finance number of the office where the routes are domiciled.

Q 23: If the level 18 APO cannot have PSEs and complement is based on variance will the APO be given additional credit in variance to provide relief factor for the RMPOs? Will the relief factors for each RMPO be built into the workload credit for the APO?

A: Yes a replacement value will be calculated for each RMPO and credit will be given to the APO.

Q 24: If level 6 RMPOs are to be staffed with one career employee, how will a level 18 APO provide relief long term for FMLA, Military Leave, etc.? In the past, they would have hired a PSE but such an employee cannot be assigned to the Level 6 office or APO on paper.

A: Follow the same procedures in place presently for long term leave. See question above.



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Q 25: Will the Bargaining Unit Work hours be deducted in variance, if so, out of what LDCs?

A: Variance will be updated to include resolution from 1.6b. The web-based 1260 is a standalone document separate from variance.

Web 1260 Reporting

Q 26: Will there be Web 1260 area/district reports?

A: Currently, data has been provided to HQ F4 for dissemination to the field.

Q 27: Does the Web 1260 replace TACS?

A: No. Web 1260 does not replace current timekeeping recording.

GATS Payment

Q 28: In the Global Settlement, it says that whenever bargaining unit workhour limit is exceeded in a service week, USPS will pay the time in excess of the limit to the appropriate clerk as determined by the local union using a lump sum payment through TACS AdjustPay. How is this done?

A: Payment is made through the Grievance Arbitration Tracking System (GATS). Contact your local Human Resources office for further instruction.