

USPS timekeeping, Virtual Timecard and ePayroll

It's important to understand the information on your pay stub so you can ensure that you're getting paid properly. Whether you get a paper check or payment by direct deposit, you receive a pay stub every pay period that explains what you've earned as well as any deductions from your pay. This article will provide a brief explanation of the USPS timekeeping system, Virtual Timecard, pay stubs and the USPS ePayroll web application.

Timekeeping

The Postal Service uses a unique timekeeping system that may be unfamiliar to some people when they begin a career with USPS. It is a variation of the military 24-hour clock, but records time in hundredths of an hour rather than in minutes. USPS Notice 30, Time Conversion Table, which can be found on the back of the PS Form 1260, Non-EBR Card, shows the equivalent hundredths when converting minutes and hours using this system. USPS pay stubs and ePayroll statements represent time entries using this timekeeping system as well. It is important to remember this unique timekeeping system when calculating your hours and payroll.

Letter carriers are responsible for clocking in and out during their workday and recording the times and operations on which they work. The most common method used to record these times is the Time Collection Application on the Mobile Delivery Device (MDD). Another way letter carriers can document their work hours is by swiping their timecard on a hyper electronic badge reader (HEBR), commonly called the time clock, at the facility. The third method by which letter carriers can record their time worked is by

manually entering their time entries on a PS Form 1260.

The PS Form 1260 should be used only in circumstances where the other methods for recording work hours are unavailable. For example, the MDD application or HEBR might not be working properly, or the employee's ID badge or timecard might be unavailable. In these situations, or any instance where time cannot be recorded using the MDD or HEBR, letter carriers should request to complete a PS Form 1260 to ensure that they are paid properly for their work hours.

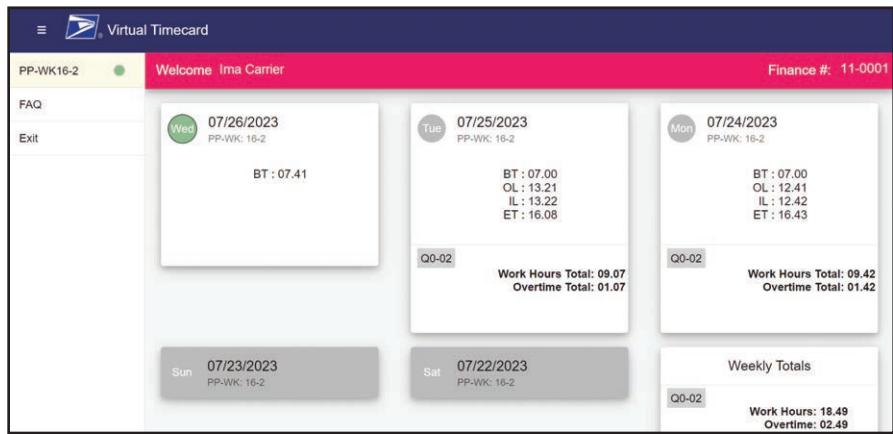
Completed PS Forms 1260 are submitted to a supervisor or management official for approval and recording of the time worked. Management personnel should return a signed copy of the form. Letter carriers should contact a union representative if they receive instructions to use a PS Form 1260 for any reason other than those listed above.

Virtual Timecard

Regardless of the method used to record daily clock rings, letter carriers can view their accumulated work hours for the current pay period using the Virtual Timecard application by

logging into liteblue.usps.gov. LiteBlue is a web-based portal specifically designed for employees of USPS. LiteBlue login requires your employee identification number (EIN) and your USPS password. LiteBlue uses a multifactor authentication (MFA) login process to increase security. To complete the login process, a verification code must be entered. You can obtain this multifactor verification code via text message or email.

Once you are logged in, click on the "Apps" tab at the top or scroll down to the "Employee Apps" section on the left, and choose "Virtual Timecard." Once you click on the Virtual Timecard, it will direct you to the landing page and you will click "I Agree" to be logged in. Virtual Timecard is designed to provide secure, near real-time access to your own time clock entries and your accrued work hours as recorded in the Time and Attendance Collection System (TACS). Through the Virtual Timecard, you will be able to view your clock rings and accumulated work hours by workhour category for the current pay period. This can be done every day and at any time using a personal computer or mobile device.



ePayroll

Once the pay period has ended, employees will have access to their payroll information electronically via LiteBlue ePayroll. This system allows employees to review their payroll accounts, allotments and benefits. In the same “Employee Apps” section, select “ePayroll,” then follow the on-screen prompts.

Your detailed ePayroll information is usually available online beginning on the Tuesday evening preceding your pay date. Your earnings statement on ePayroll will show you all of your paid hours, leave and retirement information, additional pay and deductions and your net-to-bank amount. Keep in mind, the adjustments that appear during the current pay period may be corrections or modifications from previous pay periods.

Currently, the ePayroll application allows employees to review and print earnings statements dating back a full two years or a little less, depending on how the pay periods fall. In addition to the ePayroll system, USPS will mail a printed version of your earnings statement each pay period. The printed pay stub summarizes the same information as ePayroll but can be a little more difficult to understand. The *2023 Letter Carrier Resource Guide* offers a complete explanation of how to read your printed pay stub.

Whether you review the electronic version through ePayroll or on paper with a traditional paystub, it is important for letter carriers to always keep track of their work hours and review their payroll records to make sure that their paycheck has been calculated correctly. If you discover a discrepancy in your payroll, you should speak to your shop steward or branch officer as soon as possible so they can investigate the situation. **PR**

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