MAXIMIZATION AND DESIRABLE DUTY ASSIGNMENT TOOL (MDAT)

CLERK DIVISION

CLINT BURELSON, DIRECTOR
LAMONT BROOKS, ASSISTANT DIRECTOR
LYNN PALLAS-BARBER, ASSISTANT DIRECTOR

Updated September 2017 – Administrator: Lamont Brooks

APWU
American Postal Workers Union, AFL-CIO

July, 14, 2014

Lamont Brooks

Assistant Director "A"
Clerk Division
202-842-4220
202-842-8517

National Executive Board

Mark Dimondstein
President

Debby Szeredy
Executive Vice President

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MDAT MISSION STATEMENT

To: Arbitrator/USPS/APWU

The maximization/desirable duty assignment tool was developed as a result of the 2010-2015 Collective Bargaining Agreement.

Article 37.3.A.1 states, "Every effort will be made to create desirable duty assignments from all available work hours for career employees to bid."

In the past, the union would request official union time amounting to weeks of steward duty time to graph and chart the hours worked by the employees.

Also in the past, the union would debate with management over who was working the different hours and challenging the scheduling and who should/could have been scheduled.

Sharyn M. Stone
Coordinator, Central Region

Mike Gallagher
Coordinator, Eastern Region

John H. Dirzius
Coordinator, Northeast Region

Kennith L. Beasley
Coordinator, Southern Region

Omar M. Gonzalez
Coordinator, Western Region

The USPS would counter that they had a right to manage or mismanage the scheduling and staffing under Article 3 and the parties would go to arbitration expecting the arbitrator to decide which side prevailed.

This would happen in maximization disputes, improper abolishments, improper reversions on the merits, improper excessing, denied retreat rights, posting of newly created duty assignments, posting of duty assignments for unencumbered clerks under Article 37.4, reposting, etc.

In 2011, as a result of the 2010 Collective Bargaining Agreement, the APWU considered investing in a software program to show management could have posted desirable duty assignments, but ultimately, we were confronted with the same problems with the USPS. These schedulers were based on opinions and ideas with neither side able to prove their case.

In 2012, I approached the APWU with a theory on developing a software program strictly using the USPS data. Ultimately, I knew it would be impossible for the USPS to argue against their own data. While it would not address all the possible duty assignments, it would clearly show the very basic and undisputed duty assignments. The APWU decided that since the USPS does the scheduling and determines who works what hours, we decided to invest in a program based strictly on actual work hours being worked by the employees by using the USPS' own documents.

The software was set up in a manner in which the data from the USPS' reports could not be altered to protect the authenticity of the software program and the Postal Service's documentation.

Knowing that this would be an expensive investment, I secured from the USPS, prior to program development, the response that the USPS would provide the CSV formatted clock rings when requested by the union. **The USPS saves tremendous steward duty time as a result of this program.** The Postal Service was given a presentation on MDAT prior to distribution to the field to ensure MDAT was consistent with the Collective Bargaining Agreement and the USPS ETC Everything Reports, which tracks employees actual work hours.

The USPS are able to provide clock rings in three formats (PDF, HTML and CSV), with the only difference being which of the options selected.

The final reports are all generated based only on the USPS reports that have been validated by USPS management prior to the union requesting the clock rings.

The union requests the clock rings by one of three methods, consistent with USPS handbooks and manuals, as follows:

1) **On a password encrypted flash drive**

2) **On a CD or DVD**

3) **Via e-mail to an APWU authorized e-mail address**

The APWU even provides the USPS supervisor with directions on how to obtain the clock rings.

The Union requests the clock rings in two separate formats:

1) **CSV excel**

2) **PDF**

By requesting the clock rings in the traditional PDF format and the CSV format, the USPS has an opportunity to compare the clock rings in each format and to do their own review to verify the accuracy of the MDAT reports at Step Two of the grievance procedure, in accordance with Article 15. Because the Postal Service provide the CSV and PDF clock rings, they already have access to these specific documents. Step Two of the Article 15 grievance procedure requires the parties to exchange copies of all relevant records or documents in accordance with Article 31. In the event the Postal Service fail to schedule a Step Two meeting and meet in accordance with the Collective Bargaining Agreement, the national agreement requires the Union to advance the grievance to the next step of the grievance procedure. The Postal Service waives their rights to the full exchange of documents and files and to the MDAT charts, graphs and reports.

MDAT also reduces the arbitration hearing time and reduces the amount of documentation the Arbitrator would be forced to take home from the hearing.

Any first-time rebuttal of MDAT reports and documentation at the hearing should be rejected as new argument.

In the event the USPS fails to provide the documentation, the arbitrator should make an adverse inference against the USPS, since the reports are actually the USPS' own reports.

While the union could identify exact duty assignments with exact hours, the APWU took the position they would not bound the USPS by such rigid requirements. Under the 2010 CBA, Article 37.4 language, duty assignments could be changed by one hour and in some locally negotiated installations up to two hours without reposting the duty assignment.

What this implies is that if the APWU identified for example a duty assignment from 0900-1700 hours, the USPS would have the latitude to post the duty assignment from 0800-1600 hours or 1000-1800 hours under the one-hour rule. If the office was under the two-hour rule, then the USPS could post the position as early 0700-1500 hours or as late as 1100-1900 hours, not including lunch.

So, for the above reason, the APWU wanted a software program that made it very clear that these were the **minimum** number of possible duty assignments identified based on the USPS' scheduling and in an effort to resolve the dispute we gave the USPS the latitude to determine the specific schedules in accordance with the above rules.

The software is only looking for the most desirable duty assignments, meaning the local will still be able to still pursue additional less desirable duty assignments as well as some less than 40 hours per week duty assignments. In small offices, level-20 and below there are even greater opportunities to create duty assignments, under the Non-Traditional Full-Time Duty Assignments in Retail Operations, Level 20 and Below Offices MOU.

The software transfers the information from the files provided by the Postal Service into the MDAT software. The information has the actual hours worked in the APWU clerk bargaining unit. The software then identifies possible duties based on the contractual language. The graphs, charts and reports identify the possible duty assignments that could be posted for bid based on the actual hours worked by the employees.

We initially used Postal Support Employees (PSEs) to identify where these hours could be used to post bids for employees to bid. We can also use the PSE hours to supplement NTFT duty assignments to create a more favorable duty assignment and possibly a traditional full-time duty assignment. If necessary, we can manually add the available overtime hours from the traditional FTR, taken only from the PDF files and add those hours to NTFT duty assignments of less than forty (40) hours and/or PSE work hours to create new and/or more desirable duty assignments. We do NOT input any CSV traditional duty assignment regular hours because those hours are not available to create a more desirable duty assignment. They are already used for the existing full-time traditional duty assignment.

Care should be taken when reviewing the duty assignments that a week containing a holiday would be an anomaly since there would be irregular work schedules based on holiday scheduling work rules and a shorter work week. Additional regular weeks have been added for review to the normal grievance timeframe to allow for this anomaly, only if needed.

All graph, bar charts and possible duty assignment reports have clear explanations within the document to fully explain what is contained in the reports. The report is based on actual clock rings, without taking consideration other available work hours.

It is my hope that disputes will be resolved at the lowest level as a result of this software.

I provided a MDAT Power Point presentation to USPS HQ Labor Relations. The intent of the program was to reduce grievance time and clearly identify duty assignments using the Postal Service's own data. APWU provided the USPS HQ Manager APWU Contract Administration, Rickey Dean with a demonstration of the software and how it uses work hours that was verified and provided by the Postal Service to the APWU. The Postal Service at the national level was shown how the bar graphs, charts and possible duty assignment final reports was an actual summary of the Postal Service's own clock ring reports. **The information is taken directly from the USPS own reports. The purpose of the software is to identify possible duty assignments based on the actual work hours worked by the employees.** Both parties felt this was a great opportunity to reduce grievances because we would be relying on the Postal Service's own scheduled work hours, not subject to debate.

What is also important is the report does not reflect all the available work hours as we wanted to only look at the minimum based on clear Postal Service ETC Everything Reports.

The Postal Service's PDF reports support the CSV clock ring reports but only in a different format.

I am available to testify telephonically, if need be, with as little as a ten (10) day notice. I am available to testify in person with a thirty (30) day notice. I am the only one that can accurately explain MDAT in a detailed fashion. **If the work hours are there, MDAT will reflect them. If the work hours are not there, MDAT will not show a possible duty assignment**. It is just that simple. The intent was to avoid arguments by either side at arbitration with the intent to resolve grievances at the lowest possible step.

Any outstanding issues over whether the Postal Service had a choice as to whether or not to post **newly** created duty assignments was finally resolved via two Goldberg national arbitration decisions which are binding on regular panel arbitrations. In the first award Goldberg stated the Postal Service had an obligation to make every effort to use all available hours to create desirable duty assignments. In the second award, he reaffirmed the February 25, 2014 Step Four settlement which dealt with the posting of new duty assignments, when Goldberg required the Postal Service to create **new** duty assignments in accordance with Article 37.3. A.1. This second National Goldberg case was accelerated to the top of the national arbitration docket after a few regular panel Arbitrators in the minority misapplied the contractual language.

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In closing, APWU felt the need to develop the software once we finally were able to negotiate the 2010 USPS/APWU Collective Bargaining Agreement Article 37.3.A.1 language which states, "Every effort will be made to create desirable duty assignments from all available work hours for career employees to bid." Prior to this new language, Arbitrator Byars, in a national arbitration decision would not allow the union to be able to use "all available work hours" for employees to bid.

The second problem the language solved was to eliminate the Postal Service's so-call use of "earned hours" they were using in their models and tools to determine the complement number of duty assignments. The Article 37.3.A.1 language requires the Postal Service to make every effort to use all available work hours for employees to bid.

Sincerely,

Lamont Brooks
MDAT Site Administrator
Assistant Clerk Craft Director
American Postal Workers Union, AFL-CIO
lbrooks@apwu.org
202-842-4220

Updated September 1, 2017 to identify some misconceptions about MDAT. The purpose of this update is to explain in more detail the MDAT program and the intent to resolve disputes.

UTILIZING DATA TABLES AND BAR CHARTS CREATED FROM ETC EVERYTHING REPORT CSV FORMAT CLOCK RINGS

MAXIMIZATION
DESIRABLE DUTY ASSIGNMENTS
IDENTIFY DUTY ASSIGNMENTS-ARTICLE 37.4.D
IMPROPER REVERSIONS
IMPROPER ABOLISHMENTS
NEWLY CREATED DUTY ASSIGNMENTS
REPOSTINGS
IMPROPER EXCESSING
ARTICLE 12 RETREAT RIGHTS

Getting Started: Obtain the proper files

D/A – Designation/Activity Codes

(See F-21, Exhibit 112.5.b)

	CLERK	MAILHANDLER	LETTER CARRIERS
FTR (Traditional)	11-0	12-0	13-4
FTR (NTFT)	21-0		
FTR (FLEX NT)	21-5		
PTR		32-0	33-4
PTF	41-0	42-0	43-4
PSE (REC Site)	81-2		
PSE (Non-Window)	81-3		
PSE (Window)	81-4		
PSE (New Work)	81-8		
Casual		62-0	
TE			83-4

RURAL CARRIERS

Regular Rural Carrier	71-0
Temp Relief Carrier	70-0 or 70-1
Sub RC	72-0 or 73-0
RCA	74-0, 76-0, or 79-0
Rural Carrier Relief	75-0
Rural PTF	76-0
Auxiliary Rural Carrier	77-0

POSTMASTERS AND SUPERVISORS

	Postmasters	Officers-In-Charge	Managers & Supervisors
FTR	08-0	88-0	09-0
PTR	38-0		
Temporary	58-9		
PMR	58-0		

MAINTENANCE

	Building Services	Bldg & Plant Equipment	Post. Op. Equipment	Administrative
FTR	16-6	16-7	16-8	16-9
PTR	36-6	36-7	36-8	36-9
PTF				
PSE	86-6	86-7	86-8	86-9
		[Being disputed by APWU]		
Supervisor	06-6	06-7	06-8	06-9

MOTOR VEHICLE

	VMF Mechanics & Analysts	VMF Garagemen & Jr. Mechanics	Vehicle Operators	VMF Administrative
FTR (Traditional)	15-1	15-2	13-5	15-3
FTR (NTFT)	25-1	25-2	23-5	25-3
PSE	85-1	85-2	83-5	85-3
Supervisor				05-3

Download these two examples, with instructions for CSV conversions.

- http://apwumembers.apwu.org/bqnet/images/RFITACRingsv1Basic.pdf

- http://apwumembers.apwu.org/bqnet/images/RFITACRingsv2Advance.pdf

AMERICAN POSTAL WORKERS UNION, AFL-CIO

REQUEST FOR INFORMATION

Date:

To: _____ **Title:** _____

From: _____ **Title:** _____

Grievant or Grievance Number: _____:

Reason for Request: _____

1. **Requesting TAC Rings in electronic format for all Clerks (DA Code 11-0, 21-0, 41-0, 81-3, and 81-4) from _____ thru _____. TAC Rings are to be in CSV (Comma Separated Values) and PDF Format only for each individual office(s), tour(s) and/or pay location listed below.**

We request that the following documents and data files be made available to us in order to properly identify whether or not a grievance does exist and, if so, their relevancy to the grievance.
Note: Article 17, Section 3 requires the employer or his agent to make available all documents, files and other records necessary to processing a grievance. Article 31, Section 3 requires that the Employer make available for inspection by the Unions all relevant information necessary for collective bargaining or the enforcement, administration or interpretation of this Agreement. Under 8a(5) of the National Labor Relations Act it is an Unfair Labor Practice for the Employer to fail to supply relevant information for the purpose of collective bargaining. Grievance processing is an extension of the bargaining process

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[ ] Request Approved [ ] Request

_____ _____

Signature Date

When requesting files from USPS, you may have to make separate requests depending on the size of the files. NOTE: Program currently accepts files of 15 MegaBytes (MB).

AMERICAN POSTAL WORKERS UNION, AFL-CIO

REQUEST FOR INFORMATION

To: **Date:**

Grievant:

Reasons for Request or Grievance # _____

We request that the following documents and data files be made available to us in order to properly identify whether or not a grievance does exist and, if so, their relevancy to the grievance.
Note: Article 17, Section 3 requires the employer or his agent to make available all documents, files and other records necessary to processing a grievance. Article 31, Section 3 requires that the Employer make available for inspection by the Unions all relevant information necessary for collective bargaining or the enforcement, administration or interpretation of this Agreement. Under 8a(5) of the National Labor Relations Act it is an Unfair Labor Practice for the Employer to fail to supply relevant information for the purpose of collective bargaining. Grievance processing is an extension of the bargaining process

1. **Requesting validated TAC Rings (ETC Everything Report) in electronic format from _____ thru _____. TAC Rings are to be in CSV (Comma Separated Values) and PDF Format only for each individual (1) office(s)_____, (2) tour(s) _____ and/or (3) pay location(s)_____ listed below:**

   All Clerks ( )
   or checked DA codes below:
   81-3 ( )
   81-4 ( )
   81-8 ( )
   41-0 ( )
   21-0 ( )
   21-5 ( )
   11-0 ( )

Note: Rec Site PSE Clerks are 81-2

2. **Clock rings for the following non-clerk bargaining unit employees, if applicable from _____ thru _____. TAC Rings are to be in CSV (Comma Separated Values) and PDF Format only.**

[ ] Request Approved [ ] Request Denied

_____ _____
Signature Date

USPS Guidance for Pulling CSV Files

(Please do not request clock rings until they have been verified and corrected – Usually Wednesday of the following week)

Adobe Acrobat - [Employee's Everything Report 410.pdf]

Oracle Developer Forms Runtime - Web

System Employee Site Time External Reports Help Window

Employee Reports Module

TAC500R0 Employee Reports Module 01-Feb-2005 Restricted Information

Auth H/L | Auto H/L | Emp All | Emp Comp | Emp List | Emp Move | Emp On Clock | H/L Dtl | LTD Dt...

Finance Numbers
- All
- List 480-421
- Range

Finance Units
- All
- List
- Range

Pay Locations
- All
- List
- Range

Clear
Find
Add
Delete

YrPPW(Online & Archive)
- Single 2005-01-1
- Range 2006011 - 2006142

Week Period
- Entire Week
- Saturday
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Page Breaks
- Finance Level
- Finance/Sub-Unit
- Finance Level

Output as
- PDF
- HTML
- CSV

Run
Close

Selection
- All Employees
- Single Employee
- D/A Codes

Help

1 of 1 10.11 x 6.99 in

Adobe Acrobat - [Employee's Everything Report 410.pdf]

Oracle Developer Forms Runtime - Web

System Employee Site Time External Reports Help Window

Employee Reports Module

TAC500R0 Employee Reports Module 01-Feb-2005 Restricted Information

Auth H/L | Auto H/L | Emp All | Emp Comp | Emp List | Emp Move | Emp On Clock | H/L Dtl | LTD Dt...

Finance Numbers

- All
- List 480-421
- Range

Ben Solis 7/31/2007 3:16:15 PM
Finance Numbers
Have supervisor ckick on the List button and annotate all finance numbers covered by this AO.

Finance Units

- All
- List
- Range

Ben Solis 7/31/2007 3:16:04 PM
Output as
First:
Let the buton stay at PDF and press the [Run] command button. This will give you the PDF report.

Second:
Move the button to the CSV by clicking on it. Then press the [Run] command button to get the CSV report. This will give you the CSV report.

Clear | Find | Add | Delete

YrPPW(Online & Archive)

- Single 2005-01-1
- Range 2006011 - 2006142

Ben Solis 1/10/2008
YrPPWk(Online & Archive)
Have Supervisor click the range button and select a range of at least 14 pay periods.
Example: 2006011 - 2006142

Week Period

- Entire Week
- Saturday
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Page Breaks

- Finance Level
- Finance/Sub-Unit
- Finance Level

Output as

- PDF
- HTML
- CSV

Run | Close

Selection

- All Employees
- Single Employee
- D/A Codes 410

Ben Solis 10/23/2007
Selection
Have the supervisor click on the D/A Codes button and enter the number 410.

Help

1 of 1 10.11 x 6.99 in

Adobe Acrobat - [Employee's Everything Report 610.pdf]

Oracle Developer Forms Runtime - Web

System Employee Site Time External Reports Help Window

Employee Reports Module

TAC500R0 Employee Reports Module 01-Feb-2005 Restricted Information

Auth H/L | Auto H/L | Emp All | Emp Comp | Emp List | Emp Move | Emp On Clock | H/L Dtl | LTD Dt...

Finance Numbers
- All
- List 480-421
- Range

Finance Units
- All
- List
- Range

Ben Solis 1/10/2008 11:32:44 AM
Output as
First:
Let the button stay at PDF and press the [Run] command button. This will give you the PDF report.

Second:
Move the button to the CSV by clicking on it. Then press the [Run] command button to get the CSV report. This will give you the CSV report.

Clear
Find
Add
Delete

YrPPW(Online & Archive)
- Single 2005-01-1
- Range 2006011 - 2006142

Week Period
- Entire Week
- Saturday
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Page Breaks
- Finance Level
- Finance/Sub-Unit
- Finance Level

Output as
- PDF
- HTML
- CSV

Run
Close

Ben Solis 7/31/2007
Selection
Making sure the "List" and "Range" buttons are the same as before, have the supervisor click on the D/A Codes button and enter the number 610.

Selection
- All Employees
- Single Employee
- D/A Codes 610

Help

1 of 1 10.11 x 6.99 in

Updating Officer Profiles before accessing MDAT

- In order to login into the "**Members Only**" section of the APWU web site and access the MDAT tool your officer profile must be entered into the database by APWU Headquarters.
- Officer profiles may be forwarded directly to the **Per Capita Department (202-842-8555) located at APWU HQ**. The officer profile must contain the **officers name, title, and most important – the term of office**. The term of office must contain the month, day, and year the term begins and ends, as this is what activates your access to the reports you are seeking.

Å Upon **expiration** of the term of office, access to the reports contained in the "Members Only" section will be **deactivated**.

Å Each time there is an **election of officers** a **new officer update** must be provided to the **Per Capita Dept. (202-842-8555),** even if the officers remain the same.

Accessing the MDAT Program via APWU Members Only

-Place cursor on "Members Only"

-Select "My Local & Personal Info

-This will take you to the login screen.

Å Hover cursor on "Members Only" until drop-down menu appears
Å Select "My Local & Personal Info"

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Sign Out [redacted] Cart

Search

Advanced Search

Our Union | Departments & Divisions | News & Events | Campaigns | Pay & Benefits | Resources | Members Only

Click the Pencil ( ) to Edit

My Profile

[redacted]

Mbr Type
a-CA-Career Member

Payment Method
DCO

About Me | My Events | My COPA

ID
[redacted]

Member Type
a-CA-Career Member

e-Mail
[redacted]

Payment Method DCO

Home Phone
[redacted]

Gender
[redacted]

MobilePhone

Preferred Phone

Allow Text Messages No

By checking "Yes," you are authorizing APWU to send text messages to your mobile number, at no cost to you. Note: your mobile carrier's message and data rates may apply, but you can cancel the service at any time by texting STOP to 91990.

My Addresses

The "Max Duty Assignment Tool" is shown under the "TOOLS" section header

Members Only

- COPA
- American Postal Worker Magazine
- MY PROFILE
- MY LOCAL
- REPORTS
- TOOLS
  - APWU Scheduler
  - Max Duty Assignment Tool
  - Login As
- ALL-CRAFT CONFERENCE

- If **Retired**, enter 6 digit **APWU membership number** printed on your membership card into the Login field.
- For those **employed by the postal service** enter your **Employee identification** number into the Login field
- Your **password** is your **last name** followed by the **last 4 digits of your SSN.**
- If you have previously logged on to the “Members Only” section and changed your password use the password you selected.
- Place your cursor on **Max Duty Assignment Tool**, MDAT and click. It is located in the blue box on the left side of the screen.

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Home | File Uploads | Report Setup | Tutorial | Log Out

Use Agreement

Welcome to the APWU Max Duty Assignment Tool (MDAT) of the My Local & Personal Info area of the APWU Web site, which allows Presidents of local unions and state organizations affiliated with the American Postal Workers Union to see confidential information concerning the membership of their respective local unions or state organizations. The terms set forth below (Agreement) govern your use of the APWU MDAT. By clicking "I Agree" you expressly agree to be bound by this Agreement and any subsequent modifications to this Agreement, and to follow all terms and applicable laws and regulations governing the APWU Web site. Please read this Agreement carefully before visiting or using the APWU MDAT. The APWU may modify this Agreement from time to time and such modification shall be effective upon being posted on this Web site. If you do not agree to the terms of this Agreement, your sole recourse is to refrain from visiting and using the APWU MDAT.

1. Eligibility. Only union officers holding the office of President may use the APWU MDAT. By using the APWU MDAT, you represent and

All Presidents with access to the MDAT program will need to agree to the terms and conditions set forth within the Use Agreement prior to using the program.

your password. You are solely resp

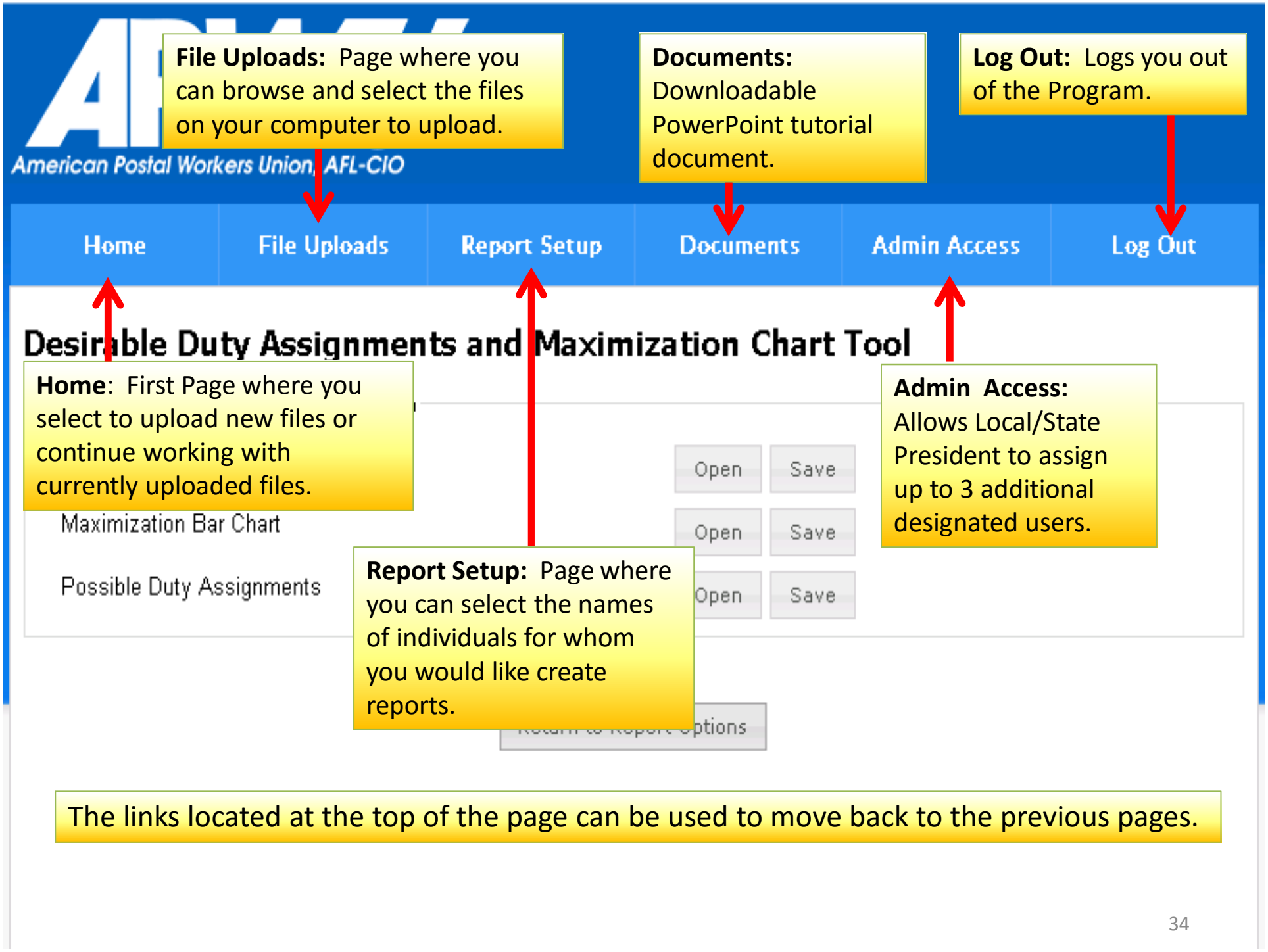
5. Disclaimer. The APWU is not responsible for any incorrect or inaccurate records. It is the responsibility of locals and state organizations to notify the APWU of any incorrect or inaccurate records as soon as is practicable.

6. Assistance with Agreement. Please contact the APWU at MyUnionInfoHelp@apwu.org with any questions regarding this Agreement.

I HAVE READ THIS AGREEMENT AND AGREE TO ALL OF ITS PROVISIONS.

☐ I Agree Submit

Navigating the MDAT Program



File Uploads: Page where you can browse and select the files on your computer to upload.

Documents: Downloadable PowerPoint tutorial document.

Log Out: Logs you out of the Program.

Home: First Page where you select to upload new files or continue working with currently uploaded files.

Report Setup: Page where you can select the names of individuals for whom you would like create reports.

Admin Access: Allows Local/State President to assign up to 3 additional designated users.

The links located at the top of the page can be used to move back to the previous pages.

How to use the "Documents" tab of MDAT

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Home | File Uploads | Report Setup | Documents | Admin Access | Log Out

Resources

Mission Statement

- Statement

Troubleshooting

- User Guide
- Manual Clock Ring Entry Troubleshooting

MDAT Grievance Assistance

- MDAT Introduction
- MDAT Login Instructions
- DA Codes
- Desirable Duty Assignments Template
- Desirable Duty Assignments Worksheet
- Identify Duty Assignments-Article 37.4. D
- Employee Reports Module
- Article 12 Retreat Rights Worksheet
- Improper Abolishments Worksheet
- Improper Excessing Worksheet
- Improper Reversion Template
- Improper Reversion Worksheet
- Maximization Worksheet
- Newly Created Duty Assignments Worksheet
- NTFT Maximization Template
- Repostings Worksheet
- RFI TAC Rings Basic
- RFI TAC Rings Advanced

Documents are broken up into three (3) sections:

- **Mission Statement**
- **Troubleshooting**
- **MDAT Grievance Assistance**

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Home | File Uploads | Report Setup | Documents | Admin Access | Log Out

Desirable Duty Assignments and Maximization Chart Tool

Welcome to APWU's Desirable Duty Assignments and Maximization Tool! APWU is pleased to provide this tool for your use.

Please indicate what you would like to do below:

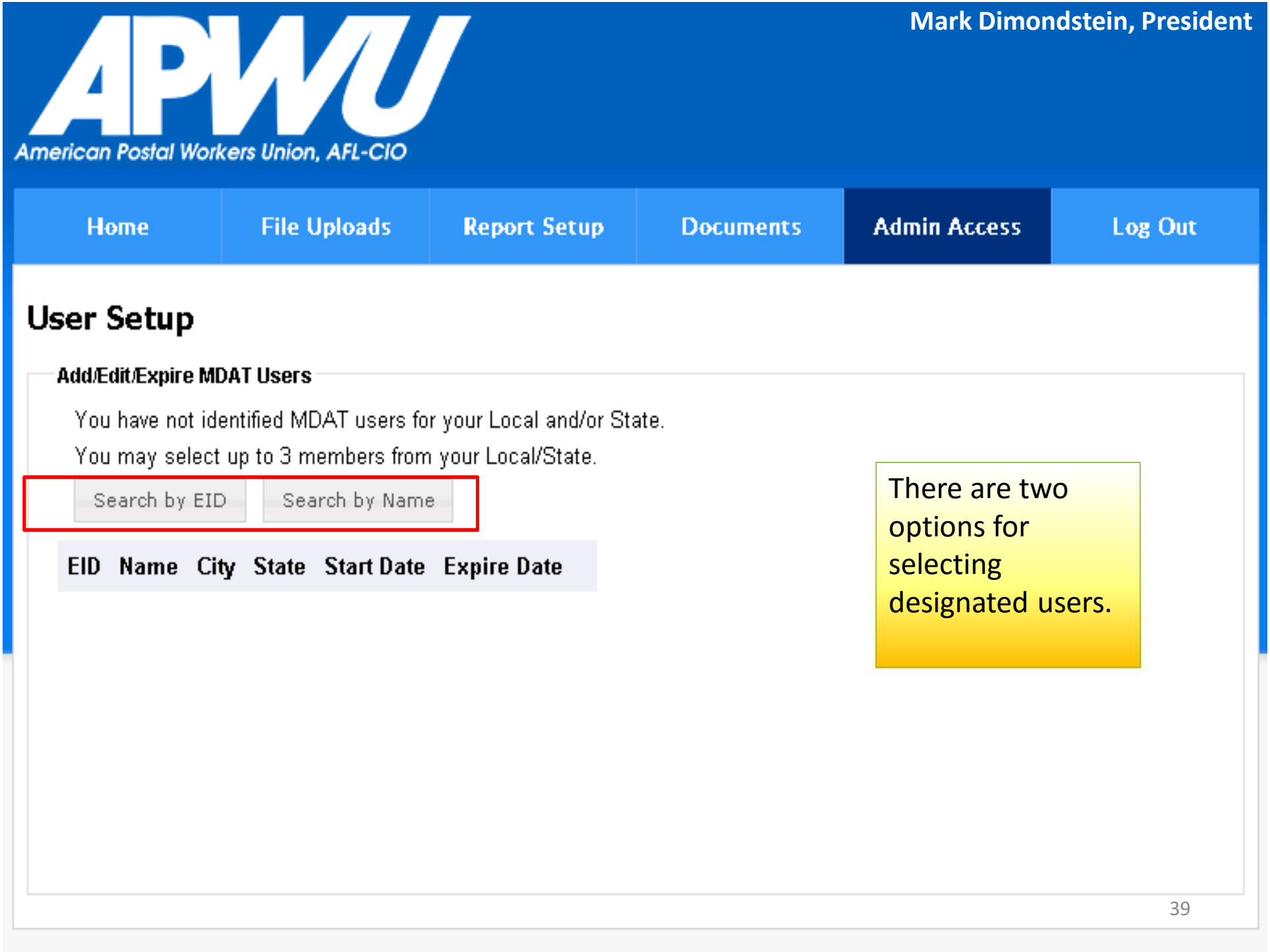
- (•) Upload file(s). Note: this option will overwrite ALL previous data.
- ( ) Continue to the reporting chart tool to review previously entered data.

Continue

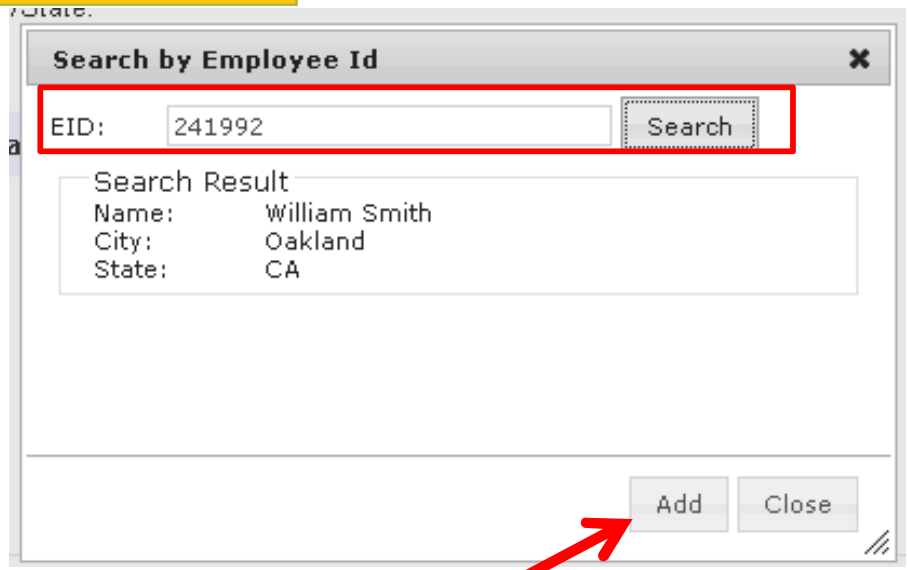
- This is the screen that appears after you agree to the usage terms.
- As a Local/State President, you will have access to the "**Admin Access**" tab which allows you to grant access to MDAT to other Local Members

Expanding Access to Additional designated users

(Maximum of 3)

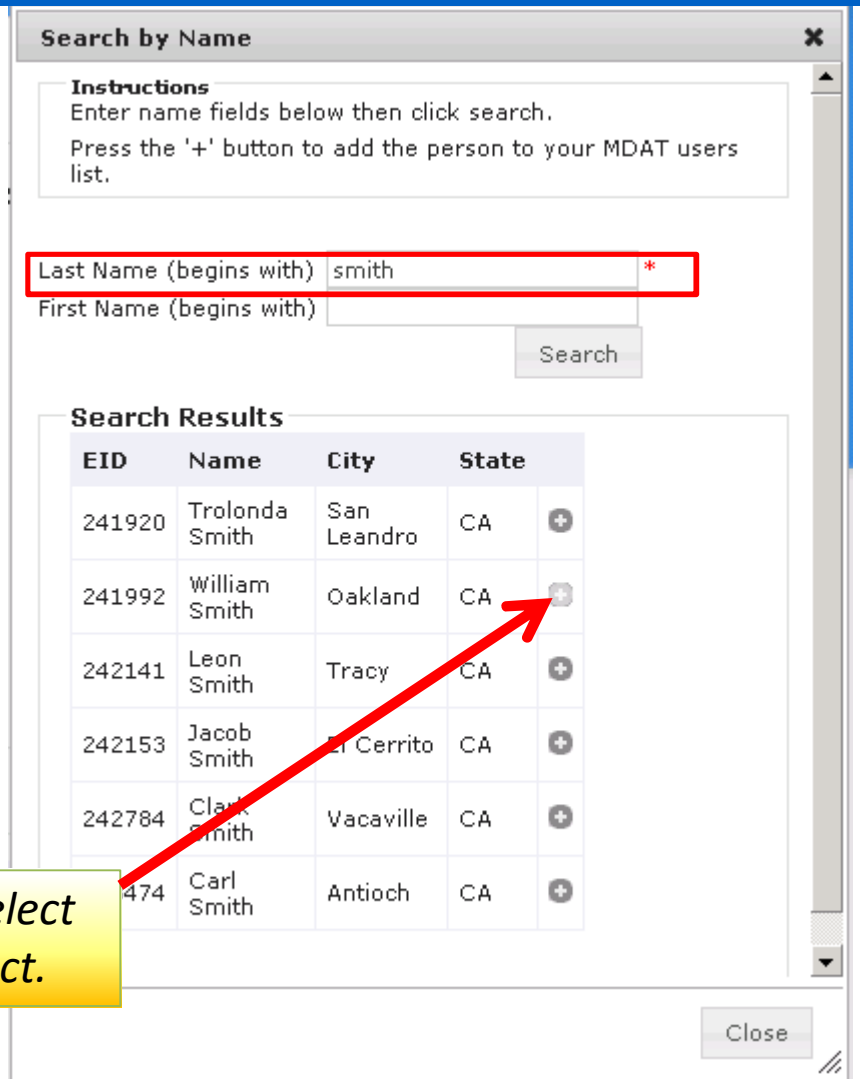

Mark Dimondstein, President
APWU
American Postal Workers Union, AFL-CIO
Home
File Uploads
Report Setup
Documents
Admin Access
Log Out
User Setup
Add/Edit/Expire MDAT Users
You have not identified MDAT users for your Local and/or State.
You may select up to 3 members from your Local/State.
Search by EID
Search by Name
EID Name City State Start Date Expire Date
There are two options for selecting designated users.
39

Option 1: Search by Employee ID



Note: *Click on "**Add**" Button to select the name that appears in the Search Result.*

Option 2: Search by Name



Note: *Click on "+" Button to select the name that you wish to select.*

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User Setup

Add/Edit/Expire MDAT Users

You have not identified MDAT users for your Local and/or State.
You may select up to 3 members from your Local/State.

Search by EID | Search by Name

EID	Name	City	State	Start Date	Expire Date	
241992	William Smith	Oakland	CA	05/20/2014	12/31/2014	Edit

Edit User Dates

Instructions
The maximum expiration date is 12/31/2014.
To expire a user set the expiration date to a date less than 5/20/2014.

Member 241992: William Smith
Start Date 05/20/2014
Expiration Date 12/31/2014

Submit | Close

*Access Term Dates can be adjusted by selecting "**Edit**" at the end of each record.*

Mark Dimondstein, President

American Postal Workers Union, AFL-CIO

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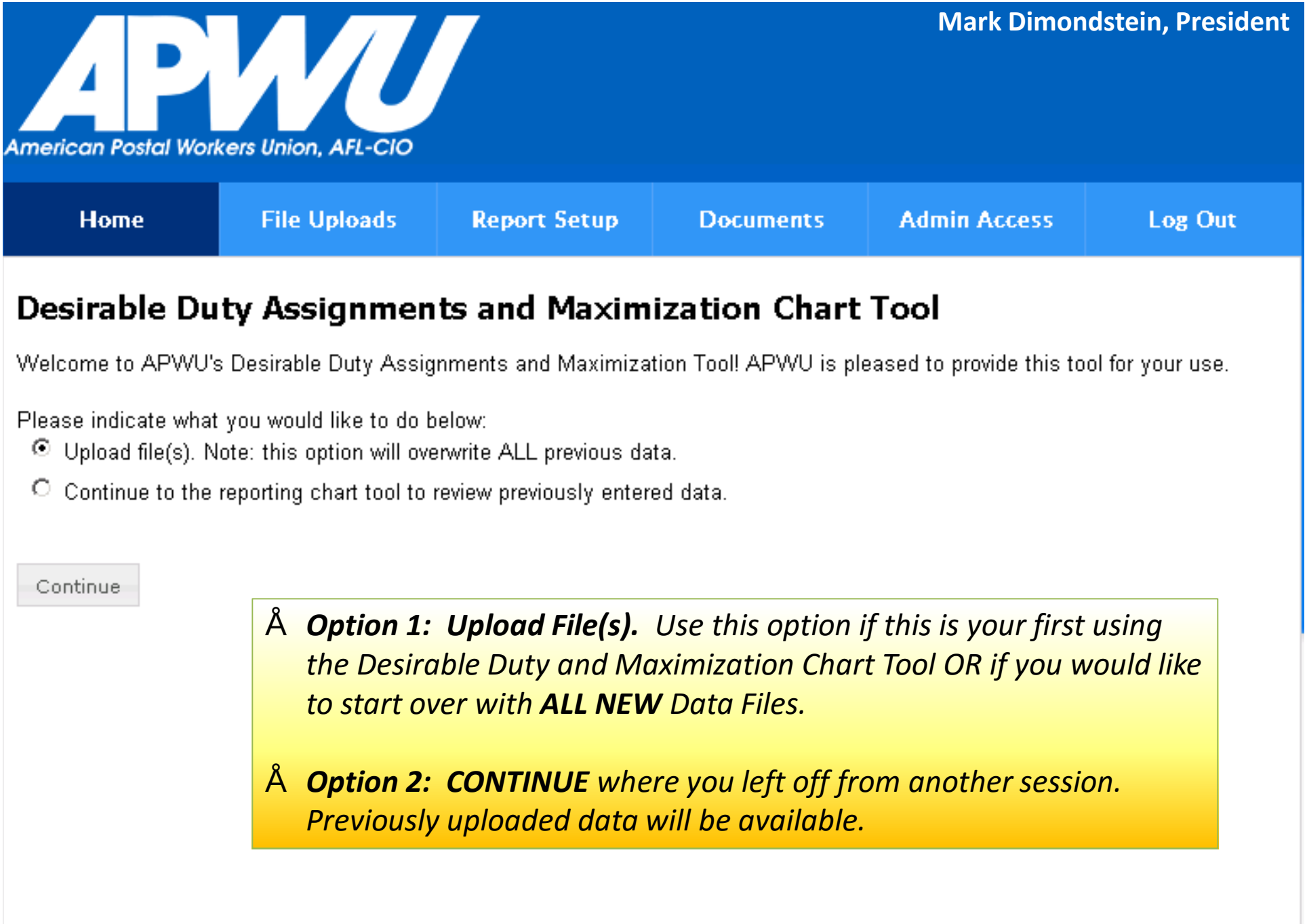
Desirable Duty Assignments and Maximization Chart Tool

Welcome to APWU's Desirable Duty Assignments and Maximization Tool! APWU is pleased to provide this tool for your use.

Please indicate what you would like to do below:

- (•) Upload file(s). Note: this option will overwrite ALL previous data.
- ( ) Continue to the reporting chart tool to review previously entered data.

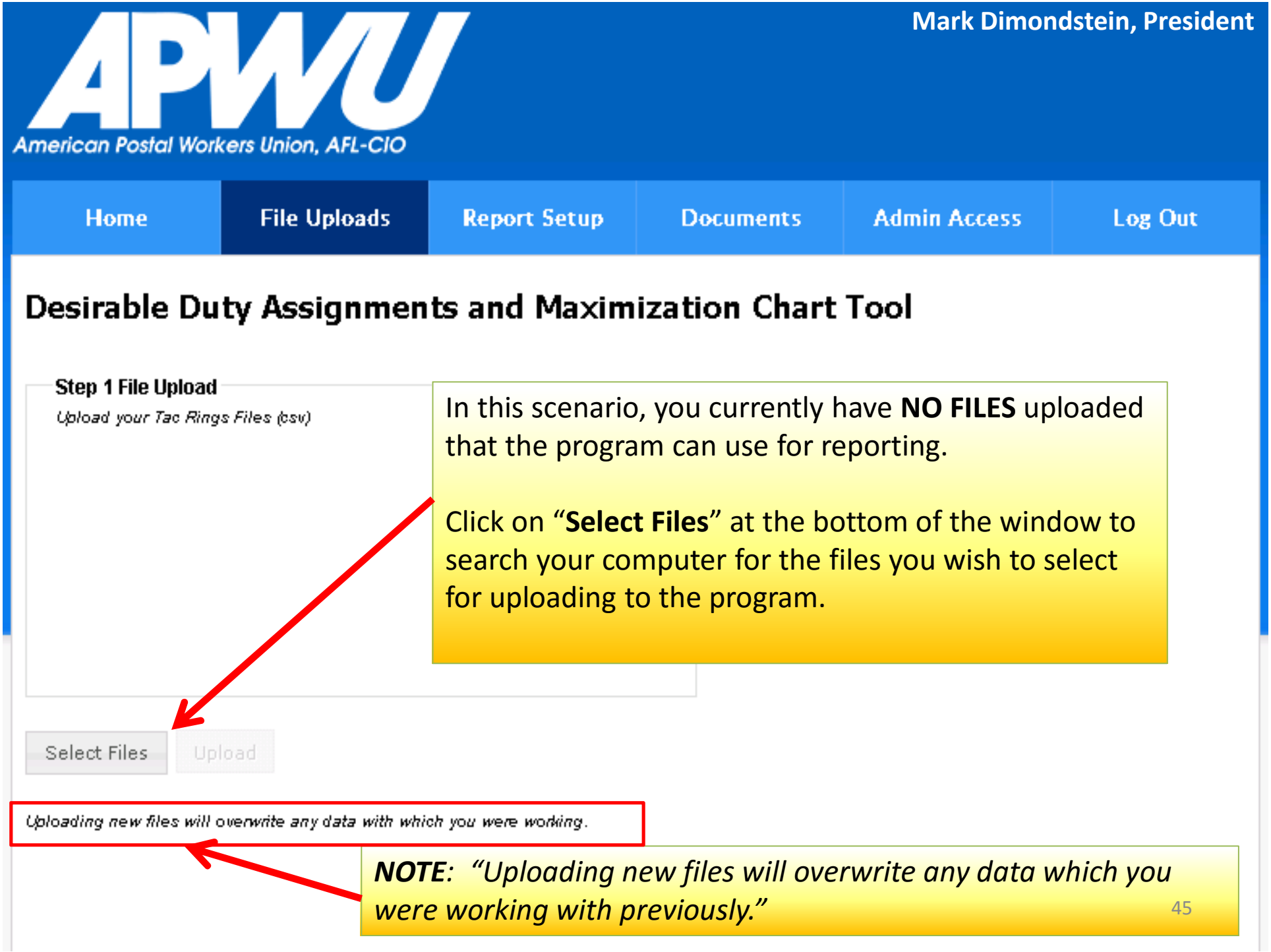
Continue



Å ***Option 1: Upload File(s).*** *Use this option if this is your first using the Desirable Duty and Maximization Chart Tool OR if you would like to start over with* ***ALL NEW*** *Data Files.*

Å ***Option 2: CONTINUE*** *where you left off from another session. Previously uploaded data will be available.*

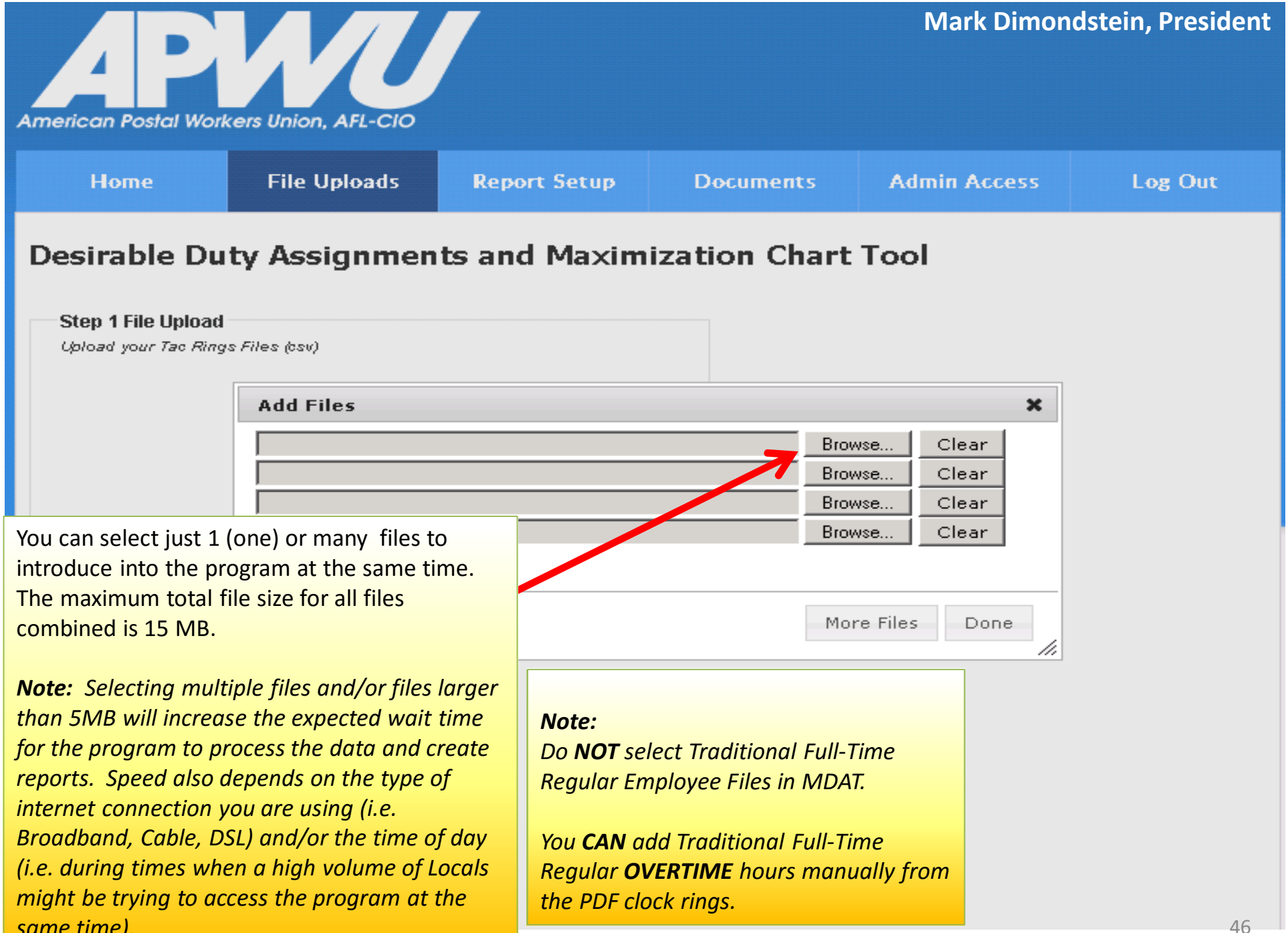
Selecting Files to Upload



In this scenario, you currently have **NO FILES** uploaded that the program can use for reporting.

Click on "**Select Files**" at the bottom of the window to search your computer for the files you wish to select for uploading to the program.

***NOTE**: "Uploading new files will overwrite any data which you were working with previously."*

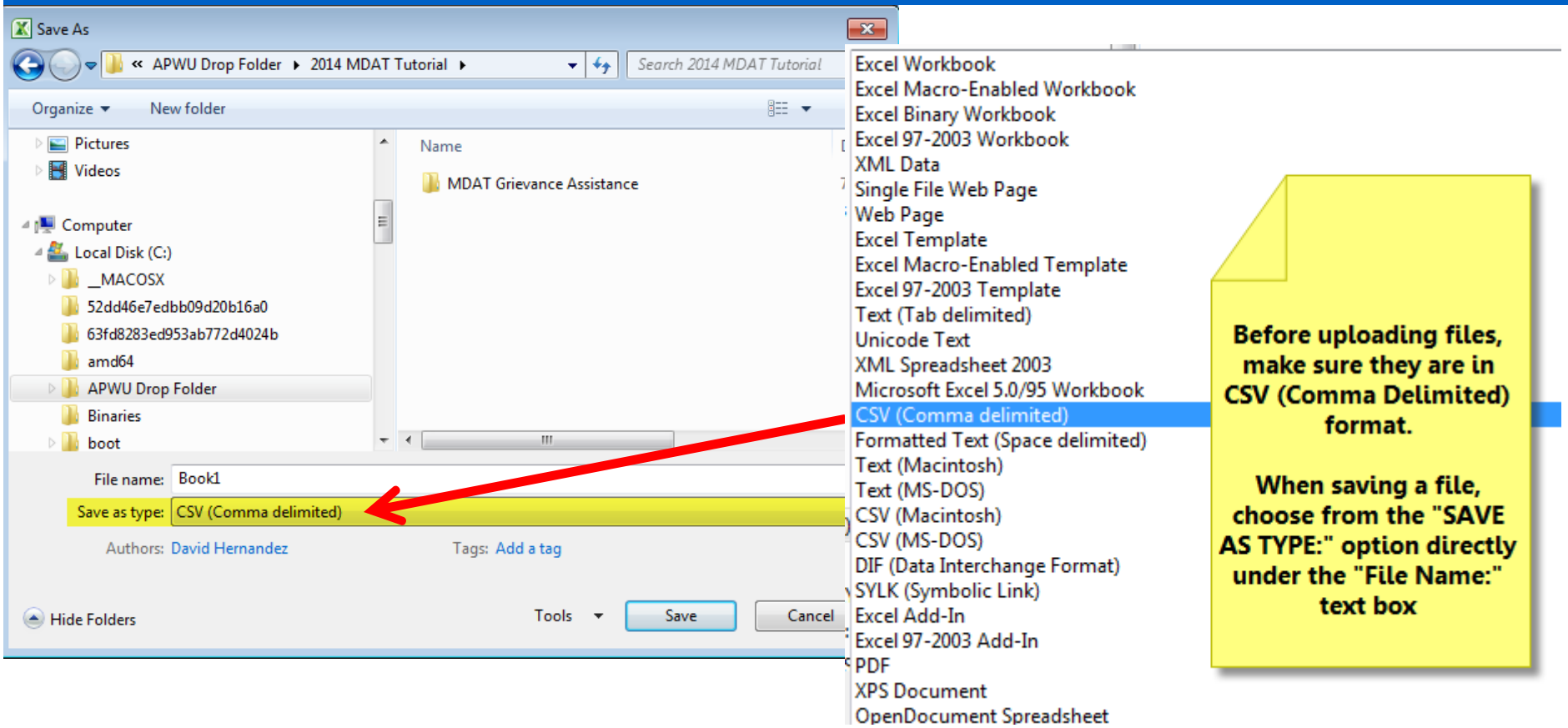


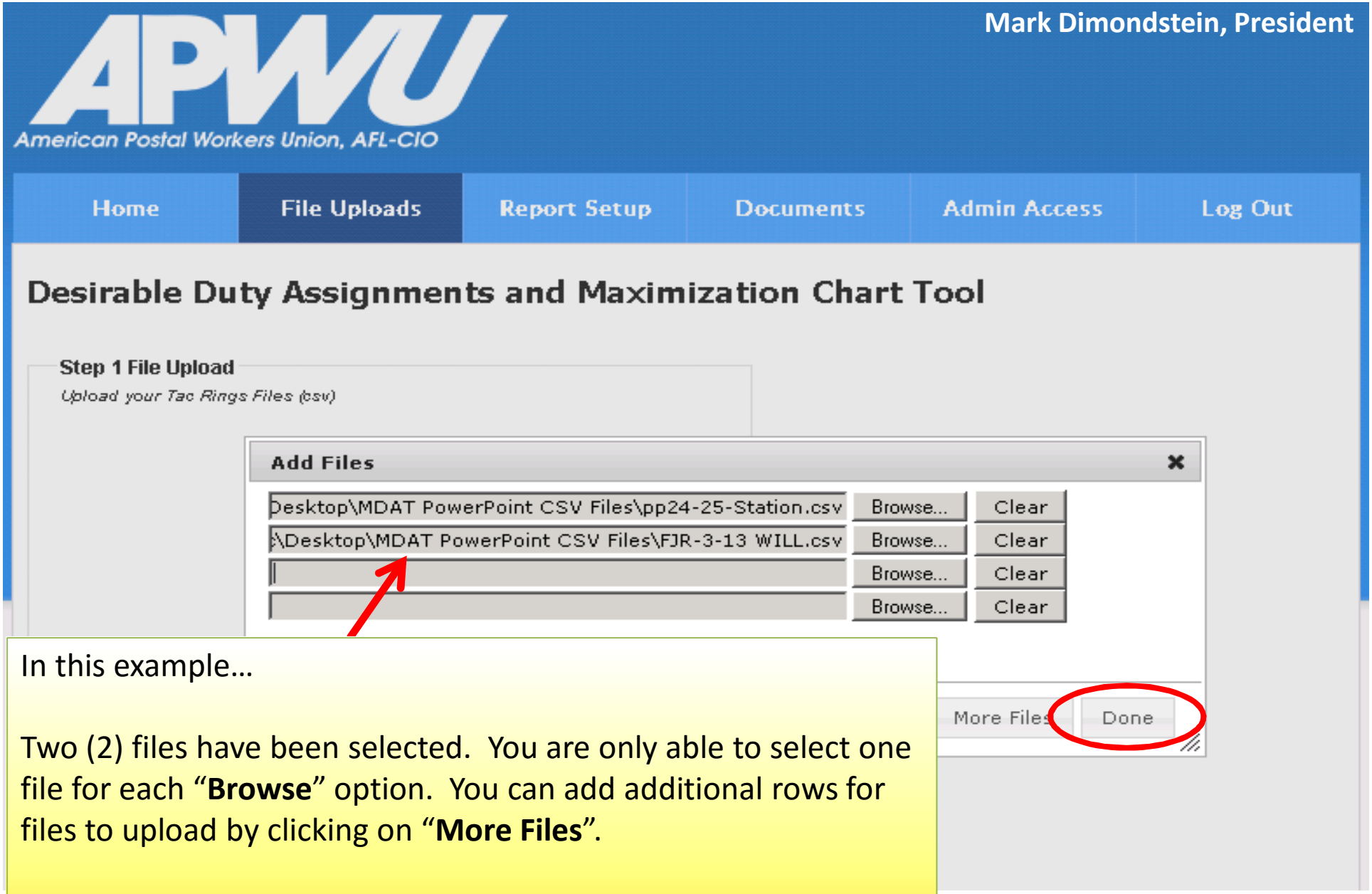
You can select just 1 (one) or many files to introduce into the program at the same time. The maximum total file size for all files combined is 15 MB.

Note: *Selecting multiple files and/or files larger than 5MB will increase the expected wait time for the program to process the data and create reports. Speed also depends on the type of internet connection you are using (i.e. Broadband, Cable, DSL) and/or the time of day (i.e. during times when a high volume of Locals might be trying to access the program at the same time).*

Note:
*Do **NOT** select Traditional Full-Time Regular Employee Files in MDAT.*

*You **CAN** add Traditional Full-Time Regular **OVERTIME** hours manually from the PDF clock rings.*

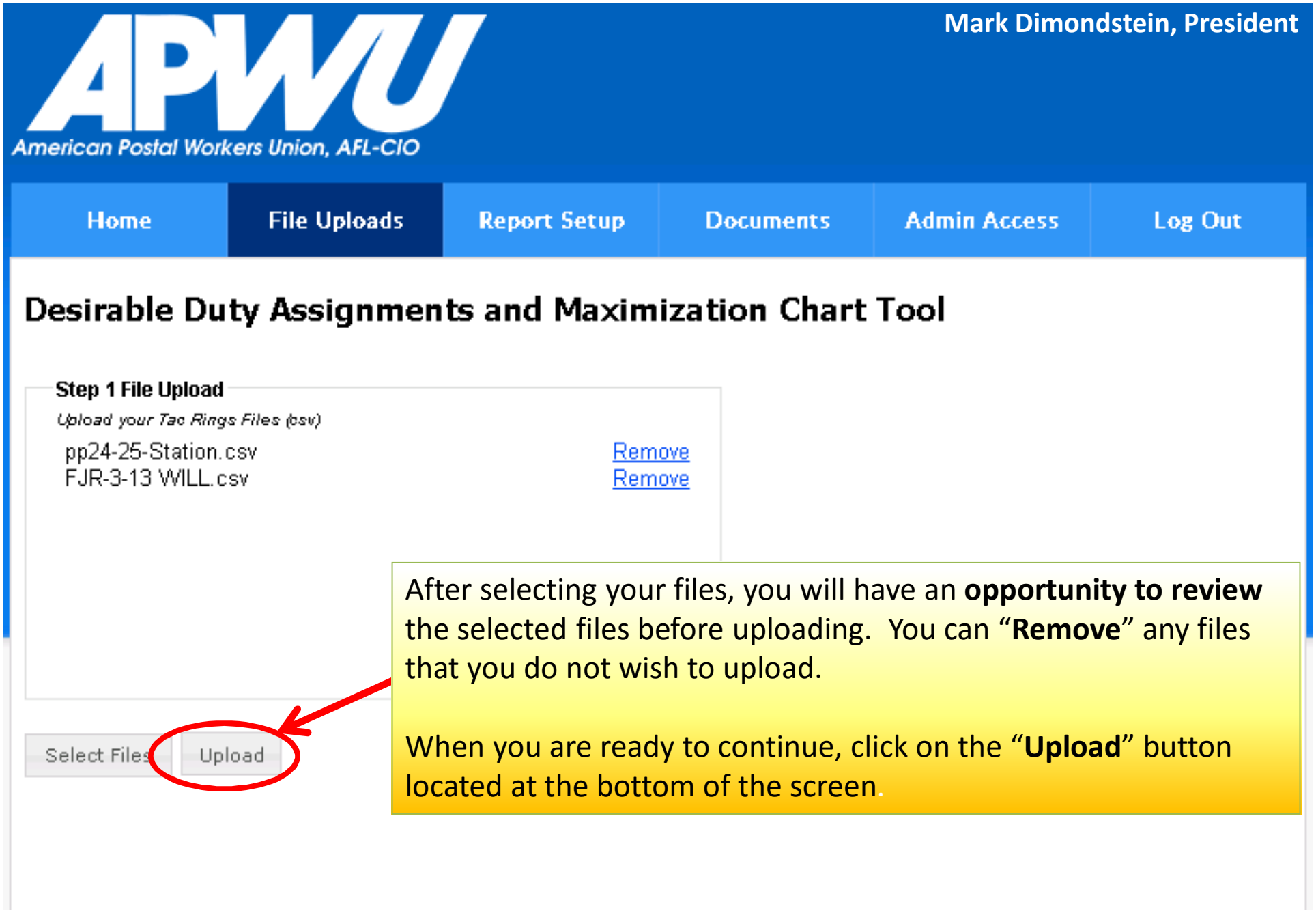

Save As
« APWU Drop Folder ▸ 2014 MDAT Tutorial ▸
Search 2014 MDAT Tutorial
Organize
New folder
Pictures
Videos
Computer
Local Disk (C:)
__MACOSX
52dd46e7edbb09d20b16a0
63fd8283ed953ab772d4024b
amd64
APWU Drop Folder
Binaries
boot
Name
MDAT Grievance Assistance
File name: Book1
Save as type: CSV (Comma delimited)
Authors: David Hernandez
Tags: Add a tag
Hide Folders
Tools
Save
Cancel
Excel Workbook
Excel Macro-Enabled Workbook
Excel Binary Workbook
Excel 97-2003 Workbook
XML Data
Single File Web Page
Web Page
Excel Template
Excel Macro-Enabled Template
Excel 97-2003 Template
Text (Tab delimited)
Unicode Text
XML Spreadsheet 2003
Microsoft Excel 5.0/95 Workbook
CSV (Comma delimited)
Formatted Text (Space delimited)
Text (Macintosh)
Text (MS-DOS)
CSV (Macintosh)
CSV (MS-DOS)
DIF (Data Interchange Format)
SYLK (Symbolic Link)
Excel Add-In
Excel 97-2003 Add-In
PDF
XPS Document
OpenDocument Spreadsheet
Before uploading files, make sure they are in CSV (Comma Delimited) format.
When saving a file, choose from the "SAVE AS TYPE:" option directly under the "File Name:" text box



In this example…

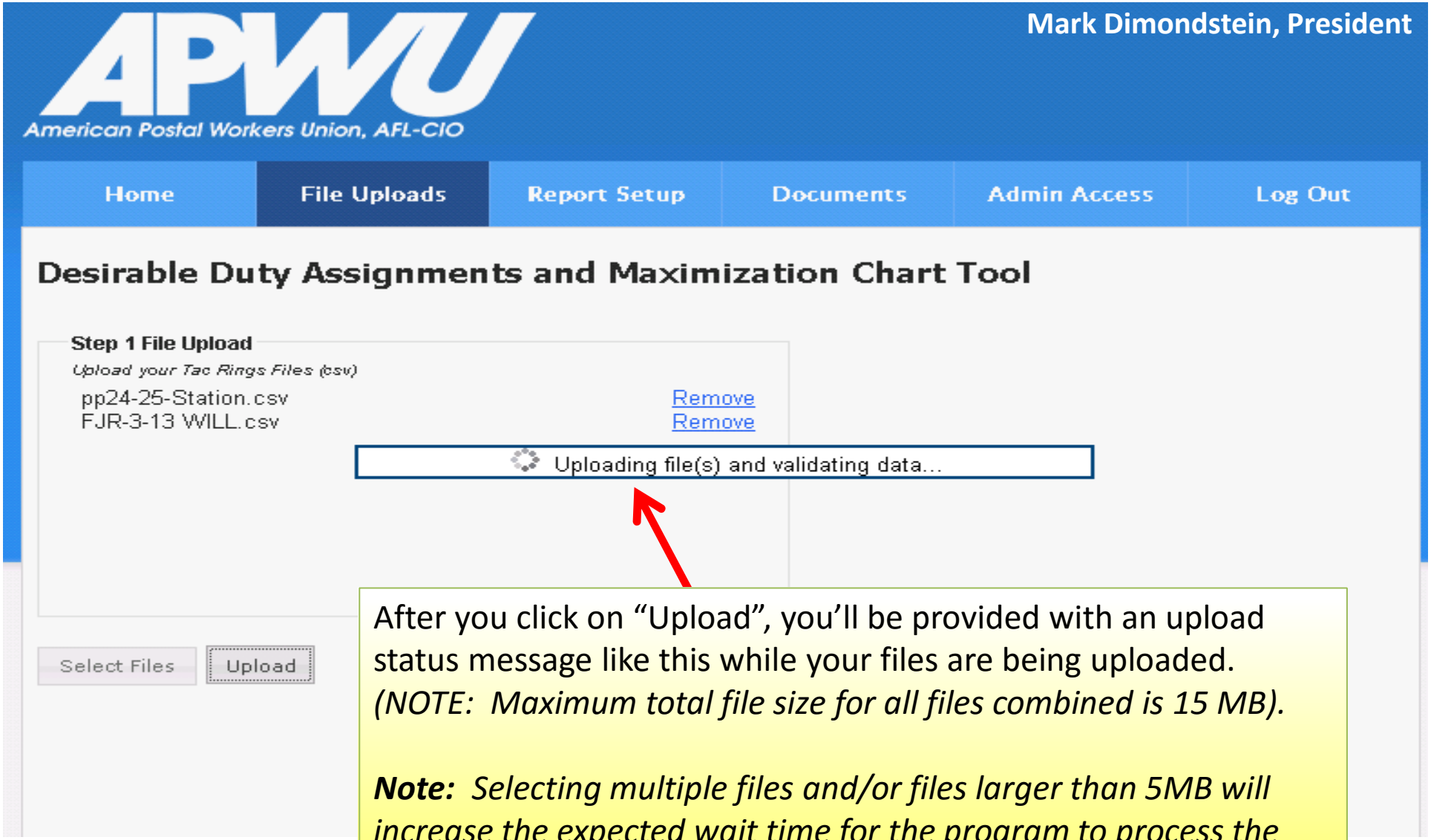
Two (2) files have been selected. You are only able to select one file for each "**Browse**" option. You can add additional rows for files to upload by clicking on "**More Files**".

Click on "**Done**" when you have finished selecting the desired files.
(NOTE: Maximum total file size for all files combined is 15 MB).



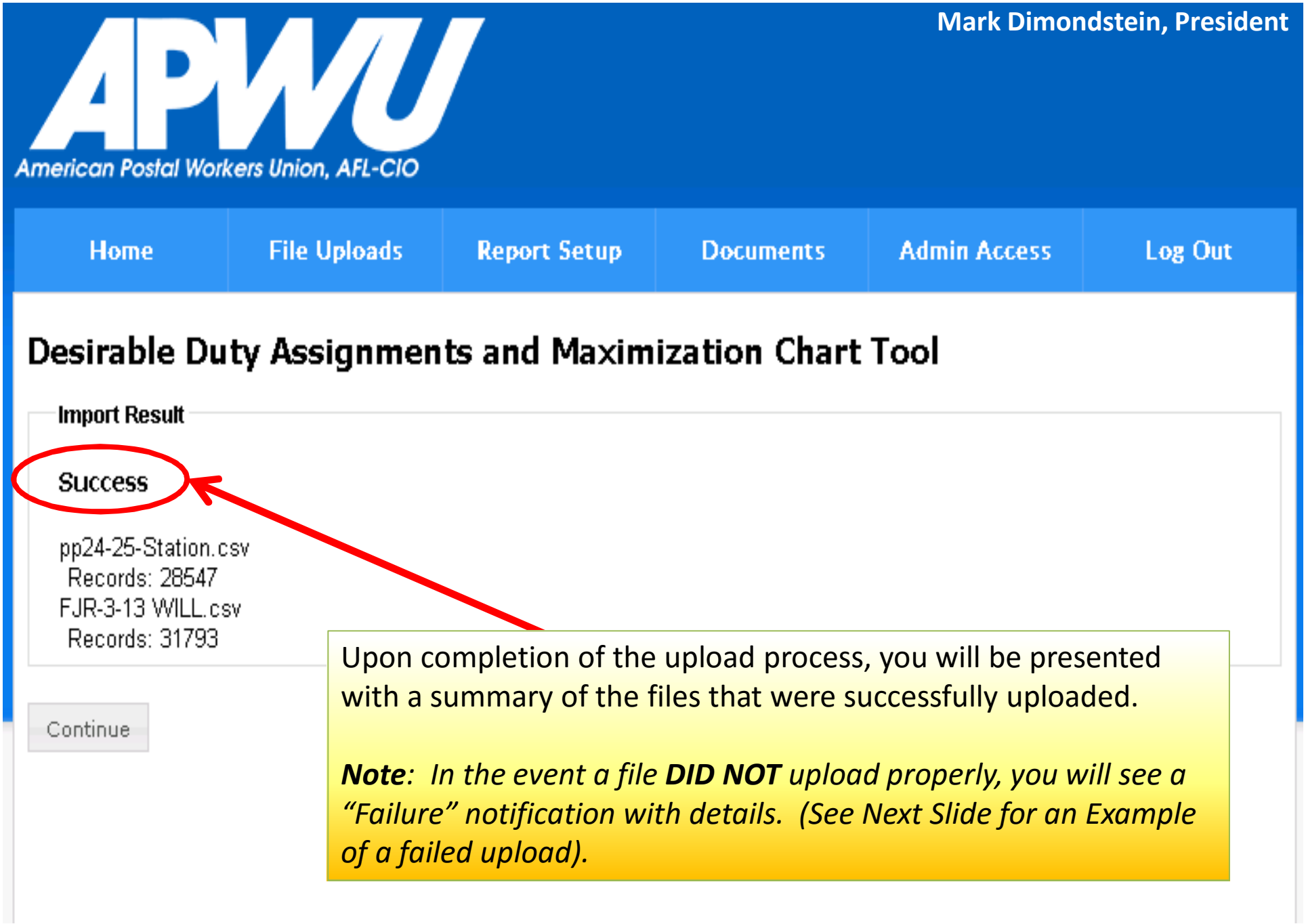
After selecting your files, you will have an **opportunity to review** the selected files before uploading. You can "**Remove**" any files that you do not wish to upload.

When you are ready to continue, click on the "**Upload**" button located at the bottom of the screen.



After you click on "Upload", you'll be provided with an upload status message like this while your files are being uploaded. *(NOTE: Maximum total file size for all files combined is 15 MB).*

Note: *Selecting multiple files and/or files larger than 5MB will increase the expected wait time for the program to process the data and create reports. Speed also depends on the type of internet connection you are using (i.e. Broadband, Cable, DSL) and/or the time of day (i.e. during times when a high volume of Locals might be trying to access the program at the same time).*



Upon completion of the upload process, you will be presented with a summary of the files that were successfully uploaded.

***Note**: In the event a file **DID NOT** upload properly, you will see a "Failure" notification with details. (See Next Slide for an Example of a failed upload).*

Troubleshooting File Uploads

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Home | File Uploads | Report Setup | Documents | Admin Access | Log Out

Desirable Duty Assignments and Maximization Chart Tool

Import Result

Unsuccessful Upload ← **Unsuccessful Upload**

81-4 PSEs(Broken File for Failure Test).csv
Return to Upload Page

Continue

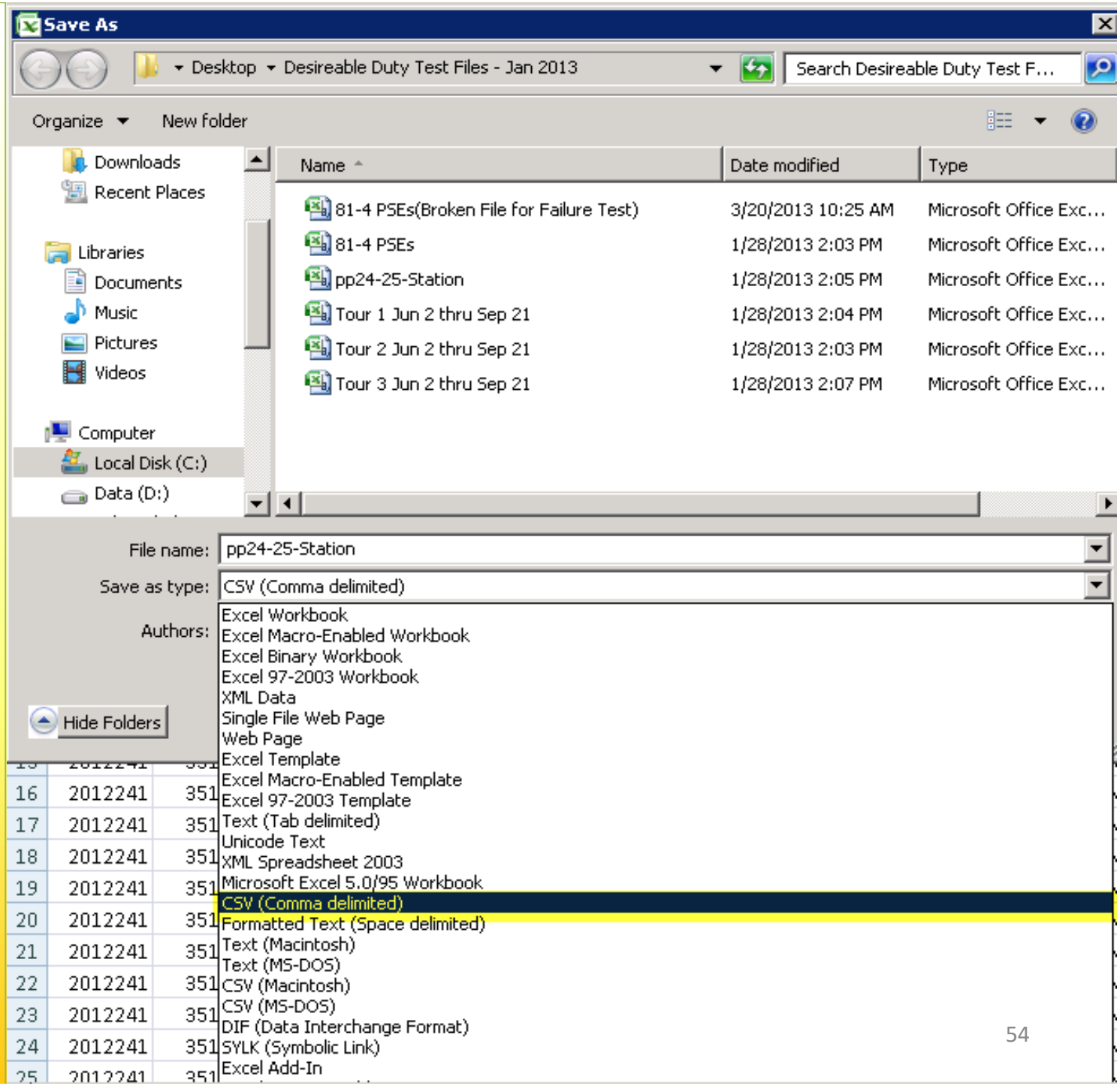
If your file does not follow the proper layout, you will see a "Failure" notification.
You can correct this by clicking on the "**Return to Upload**" to try and upload a file that is in the correct format.

File Names must end with ".csv"

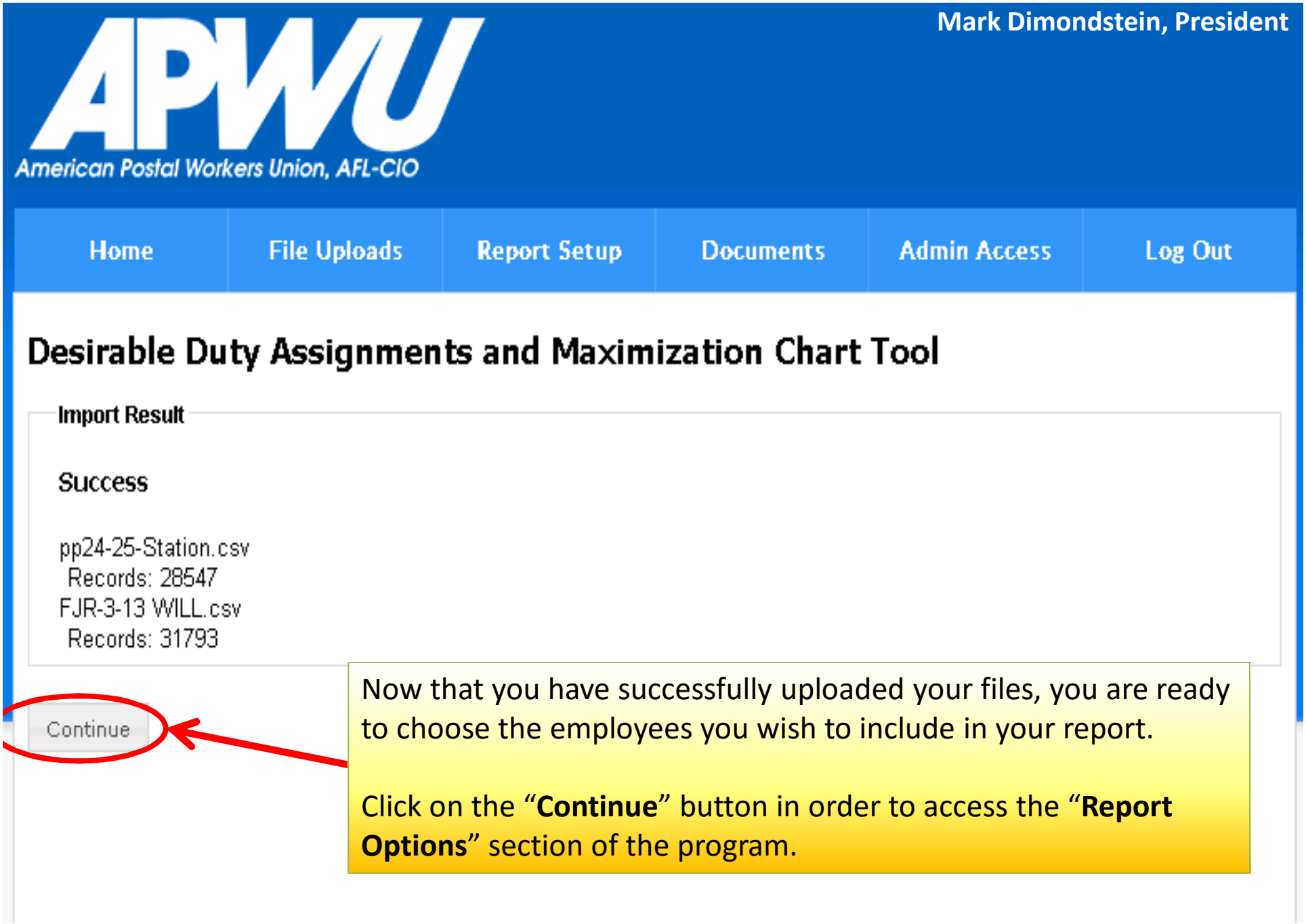
One reason why a file might not upload properly is if it is not saved as a ***.csv** file.

See the example on the right for the correct File Type to use to save your file.

Note: *Microsoft Excel 2003 or earlier will default to *.xls format.*

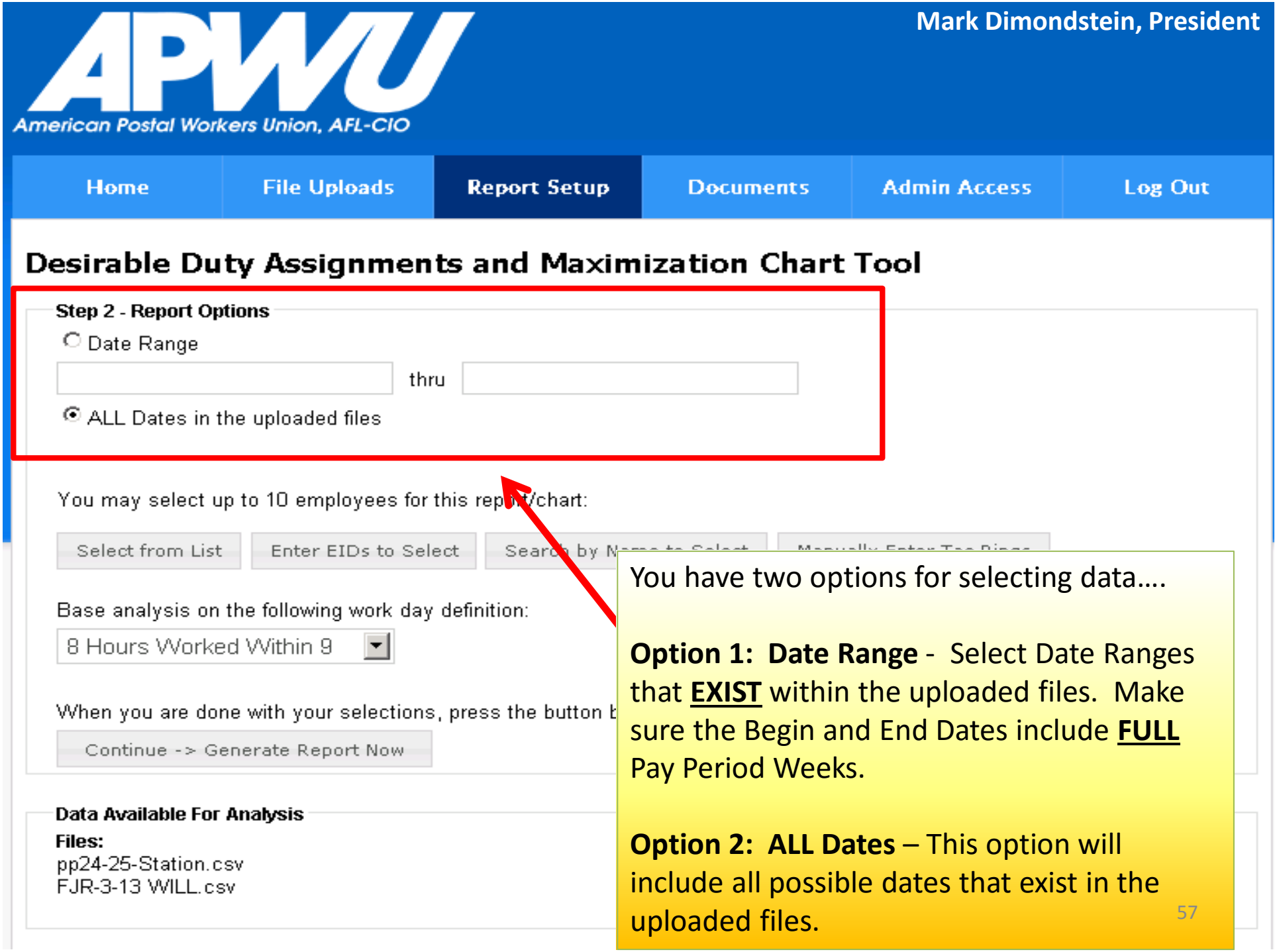


Choosing which Employees to include in your Report



Now that you have successfully uploaded your files, you are ready to choose the employees you wish to include in your report.

Click on the "**Continue**" button in order to access the "**Report Options**" section of the program.



You have two options for selecting data….

Option 1: Date Range - Select Date Ranges that **EXIST** within the uploaded files. Make sure the Begin and End Dates include **FULL** Pay Period Weeks.

Option 2: ALL Dates – This option will include all possible dates that exist in the uploaded files.

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Home | File Uploads | Report Setup | Documents | Admin Access | Log Out

Desirable Duty Assignments and Maximization Chart Tool

Step 2 - Report Options

Date Range

07/01/2012 thru 12/31/12

ALL Dates in the uploaded files

December 2012

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

You may select up to 10 employees for this

Select from List | Enter EIDs to Select | Manually Enter Tac Rings

Base analysis on the following work day de

8 Hours Worked Within 9

When you are done with your selections, press the button below:

Continue -> Generate Report Now

Data Available For Analysis

Files:
pp24-25-Station.csv
FJR-3-13 WILL.csv

Dates can be entered manually or by selecting the date from the pop-out calendar. You can also manually type the date.

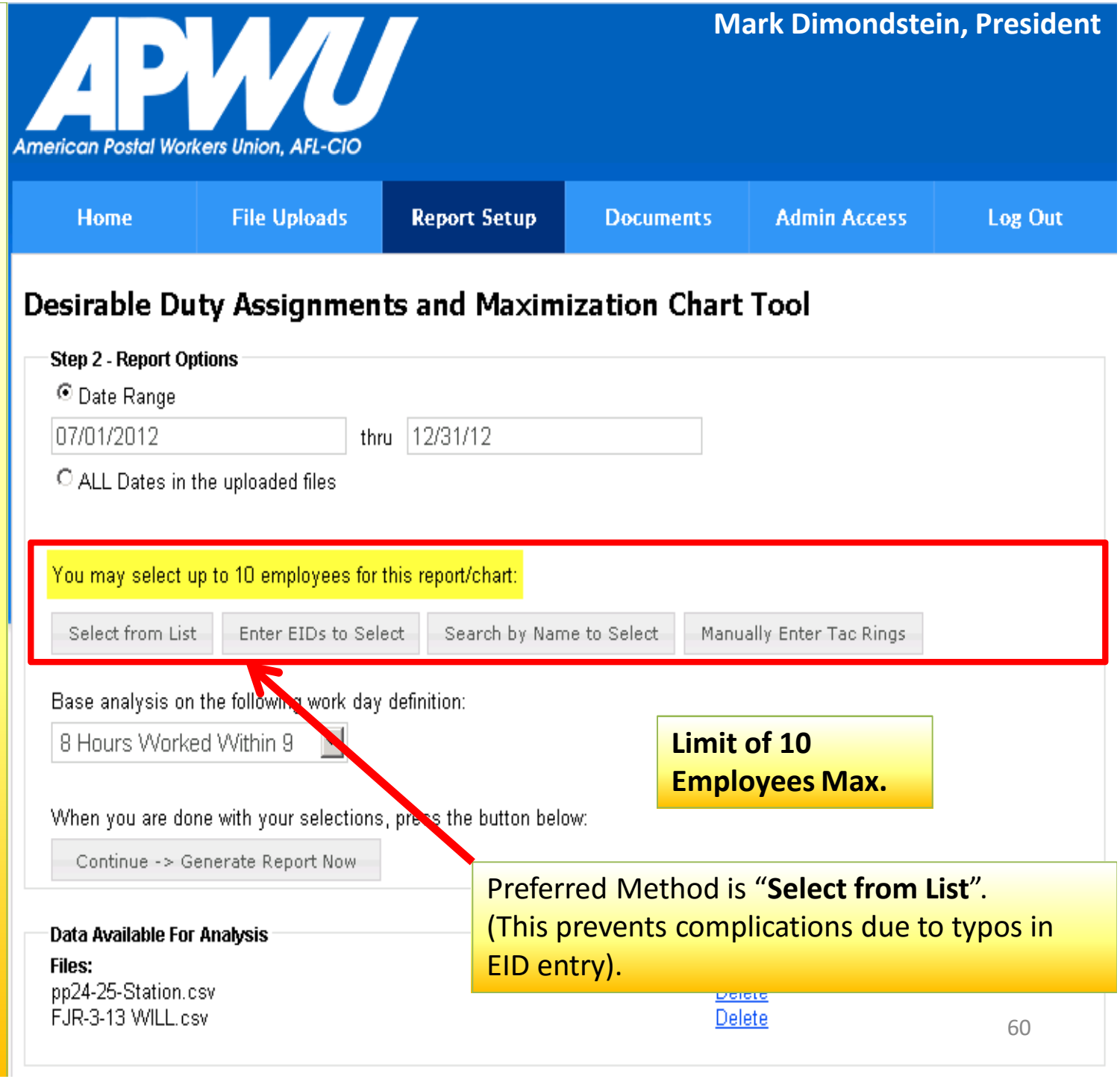
Limitation of Employee Selection
(Max of 10 Selections)

Option 1: Enter EIDs – This option assumes you know the EID's of the individuals you wish to include.

Option 2: Search by Name –** This option allows you to enter full or partial names.

Option 3: Manually Enter Tac Rings– This option allows you to enter information of employees and time entries NOT already included in the uploaded files.

Option 4: Select from List – This option allows you to select the desired employee from a list of available names, in alphabetical order.



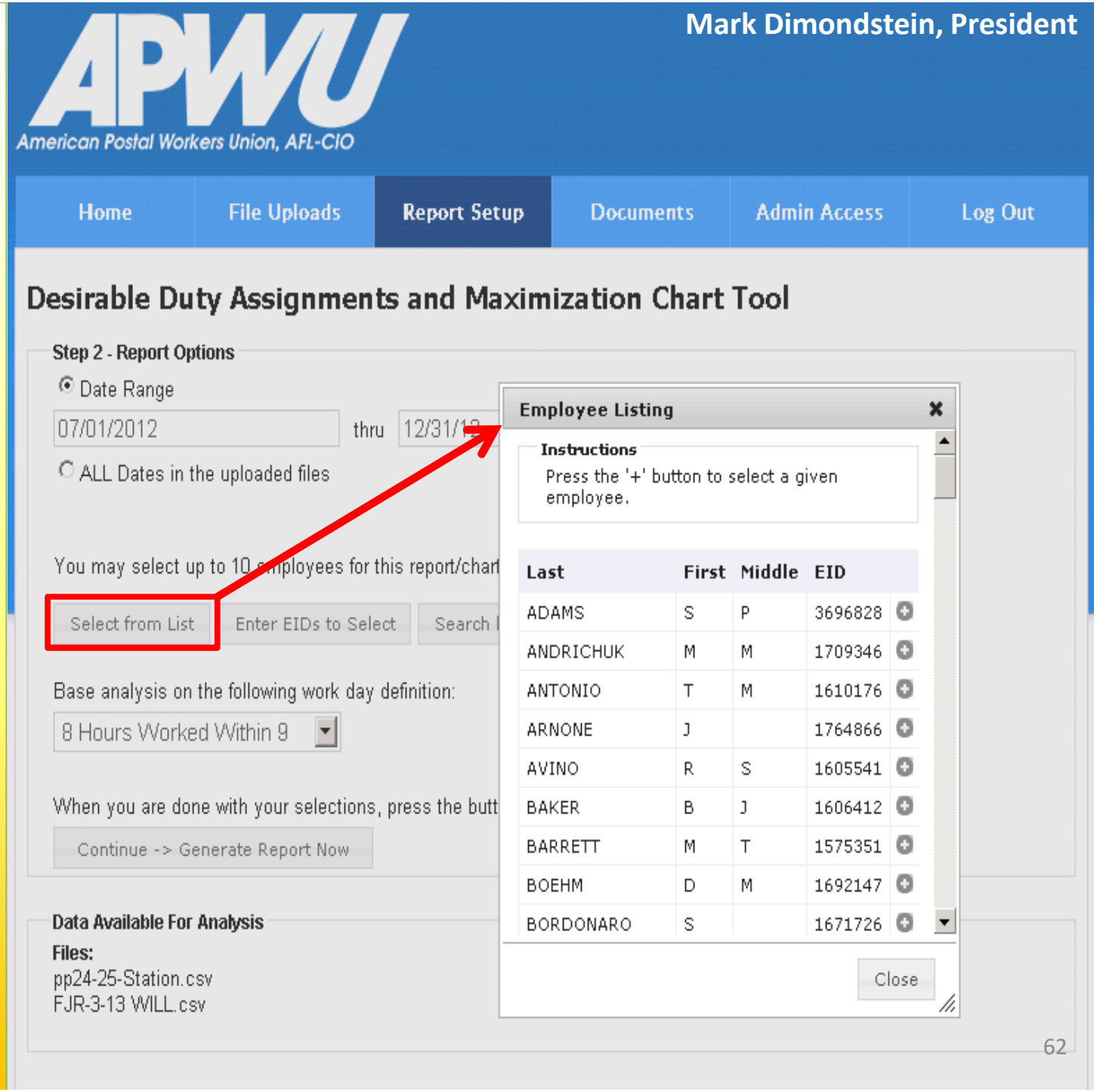
Option 1:
Select from List

You may select up to 10 employees for this report/chart:

Select from List | Enter EIDs to Select | Search by Name to Select | Manually Enter Tac Rings

Clicking on the "**Select from List**" button will bring up an **Employee Listing** window that displays a list of all the available names, in alphabetical order.

Click on the "**+**" button to the right of the EID of the individual you wish to include in your report.



Option 2: Selecting Names by Entering EIDs

You may select up to 10 employees for this report/chart:

Select from List | Enter EIDs to Select | Search by Name to Select | Manually Enter Tac Rings

These EID's exist in one of the uploaded files.

These EIDs will have to be entered exactly as they exist in the original file, in order for the program to pull their Pay Period records into the reports.

Get External Data | Connections

H15

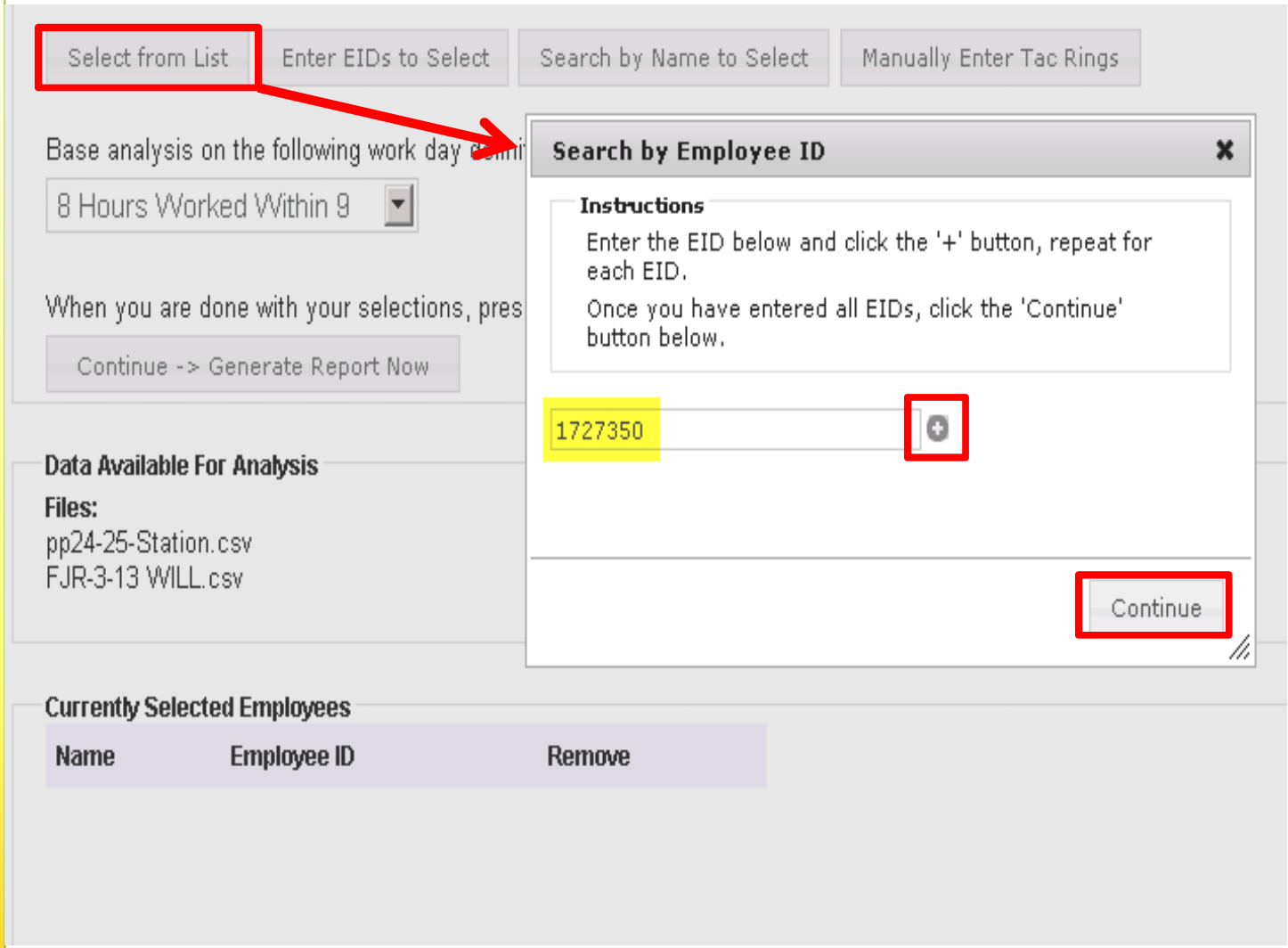
	A	B	C	D	E
1	Employee Id	Last Name	FI	MI	
2	1540749	DECK	E		
3	1554658	RANDALL JR	P	D	
4	1556150	LOBUGLIO	J	J	
5	1592485	KURYLO	C	K	
6	1642145	FILIPINK	M	G	
7	1684657	MEINDL	M	J	
8	1689055	ROLAND	A	M	
9	1748056	HOFFMAN	J	M	
10	1842862	DOMBROWSKI	A	J	
11	1868980	KACZMAREK	C	A	
12	1916282	MOCARSKI	R	J	
13	3696836	COLEMAN	C	M	
14	1626605	KACZMARCZYK	C	S	
15					
16					

This is the pop-up window that appears when you select the option to **Enter EID's.**

Clicking on the "**+**" symbol adds the entered EID to the "Currently Selected Employees" section located at the bottom of the page.

Click on "Continue" when you are done searching for EIDs.

*Note: The entered EID **MUST** already exist in one of the uploaded files.*

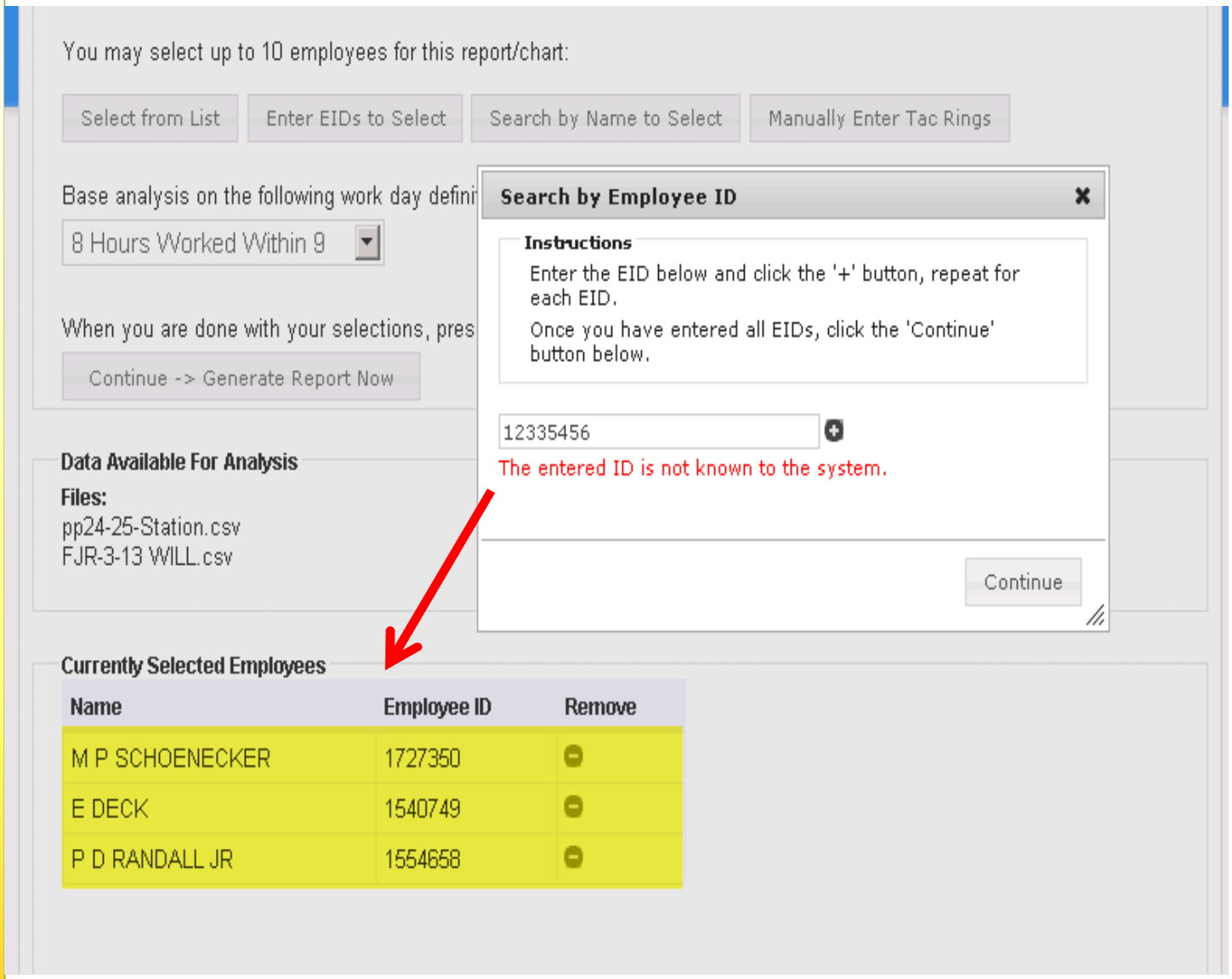


In this example, two EIDs have already been added to the "**Currently Selected Employees**" section, located at the bottom of the page.

EID's are added by entering the EID and then clicking on the "+" button to the right.

Click "Continue" when you are done entering EIDs.

***NOTE**: You will receive an error message if the EID is not known to the system.*



Option 3: Searching by Name

You may select up to 10 employees for this report/chart:

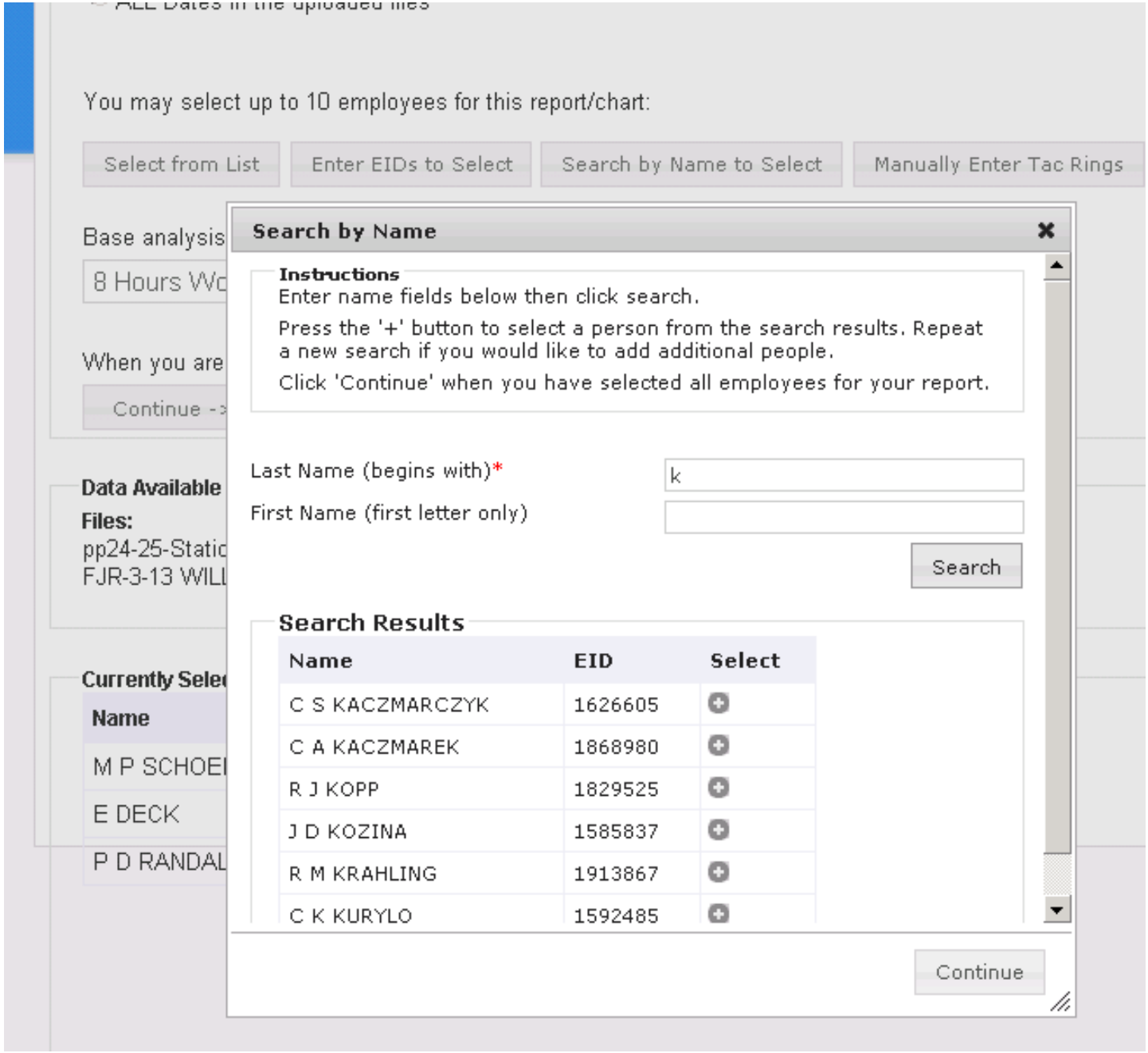
Select from List | Enter EIDs to Select | Search by Name to Select | Manually Enter Tac Rings

This is the pop-window that appears when you select the option to **Search by Name.**

Type the first letter of the last name or the whole last name, then click on "**Search**" to show results.

Select the names you want to add by clicking on the "+" icon under the Select Column.

Note: Only names in the uploaded files will show in the Search Results.



ALL Dates in the uploaded files

You may select up to 10 employees for this report/chart:

Select from List | Enter EIDs to Select | Search by Name to

Base analysis on the following work day definition:

8 Hours Worked Within 9

When you are done with your selections, press the button below:

Continue -> Generate Report Now

Data Available For Analysis

Files:
pp24-25-Station.csv
FJR-3-13 WILL.csv

Currently Selected Employees

Name	Employee ID	Remove
M P SCHOENECKER	1727350	
E DECK	1540749	
P D RANDALL JR	1554658	
C K KURYLO	1592485	

Search by Name

Press the '+' button to select a person from the search results. Repeat a new search if you would like to add additional people.

Click 'Continue' when you have selected all employees for your report.

Last Name (begins with)* k

First Name (first letter only)

Search

Search Results

Name	EID	Select
C S KACZMARCZYK	1626605	
C A KACZMAREK	1868980	
R J KOPP	1829525	
J D KOZINA	1585837	
R M KRAHLING	1913867	

Continue

After clicking on the "**+**" icon, under the **Select** column, the name "**C K KURYLO**" was added to the **Currently Selected Employees**.

Option 4: Manually Entering TAC Rings Info

You may select up to 10 employees for this report/chart:

Select from List | Enter EIDs to Select | Search by Name to Select | Manually Enter Tac Rings

This is an example of the pop-up window that appears when you select the third (3rd) option for Manually Entering Tac Rings Info.

***Note**: Make sure you select a Year and Pay Period consistent with your previously selected date range. Pay close attention to the directions regarding acceptable time entry values. Time is entered in Military and Unit Hours (i.e. 4:30 PM is represented by "16.50")*

Manual Employee Entry

Instructions

This form allows you to enter data for employees not represented in uploaded files.

In the upper half of the form, please complete pay period and employee information.

Complete the daily hours.

Tour 1 Begin Tours: precede entry with a 'P' when the Begin Tour is prior to midnight. Example: P22.50 for a Begin Tour of 10:30PM.

Tour 3 End Tours: precede entry with an 'N' when the End Tour is past midnight. Example: N1.0 for an End Tour of 1:00AM

When you are done entering time for an employee, press the "Add Time Data" button. The person (if not already present) will be added to the "Currently Selected Employees" table on the main screen.

First Initial		Reset Name Fields
Middle Initial		
Last Name		
DA Code		
EID		
Year	2012	
Pay Period		
Week	1	

Description	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Begin Tour							
Clock Out							
Clock In							
End Tour							

Employees Entered

Name	Employee Id	Year - Pay Period and Week

- *Example of properly entered data.*
- *Click on "**Add Time Data**" at the bottom of the window when finished entering time.*

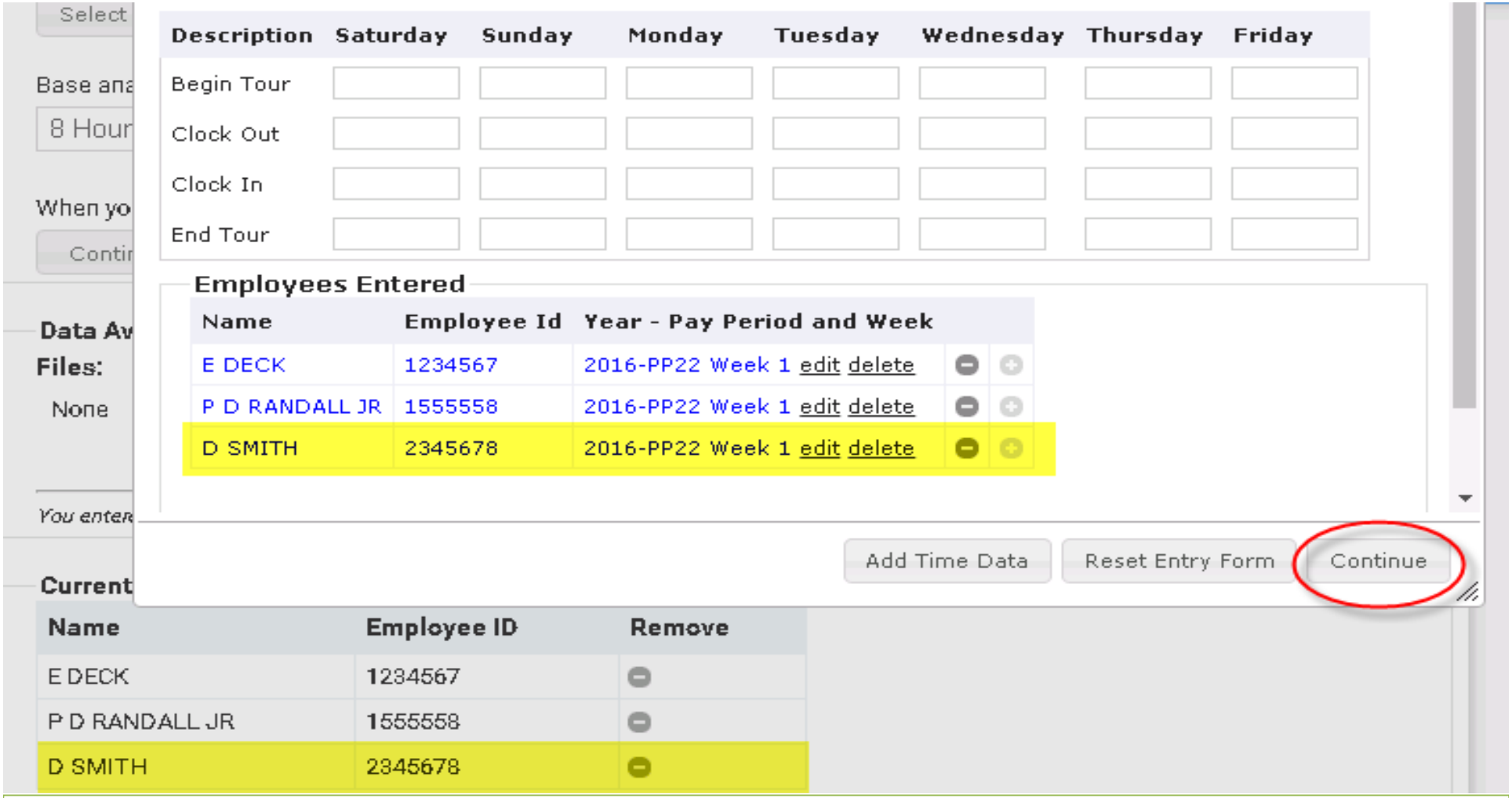
First Initial	D
Middle Initial	
Last Name	SMITH
DA Code	CLERK
EID	1234567
Year	2012
Pay Period	12
Week	1

Description	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Begin Tour	4.15	4.0	4.0	4.25	4.0		
Clock Out	10.75	12.0	11.5	10.35	12.0		
Clock In	12.15	13.0	12.75	11.5	12.5		
End Tour	14.10	14.0	13.15	12.45	13.75		

Employees Entered

Name	Employee Id	Year - Pay Period and Week

Add Time Data | Reset Entry Form | Continue



- Notice that after selecting "**Add Time Data**", the newly entered information gets added to the **Employees Entered** section located at the bottom of the window.
- There are 4 options for managing entered time entries.
  - "**Edit**": Allows you to edit a ***specific*** Pay Period time entry for an Employee
  - "**Delete**"" Allows you to delete a ***specific*** Pay Period time entry for an Employee
  - "**Minus**" Symbol: Removes ***ALL*** *Pay Period Entries* for an Employee.
  - "**Plus**" Symbol: Use this to ***Add*** this employee, and associated Pay Period time entries to the "Currently Selected Employees" list located on the main "Report Setup Tab".

Select from List | Enter EIDs to Select | Search by Name to Select | Manually Enter Tac Rings

Base analysis on the following work day definition:

8 Hours Worked Within 9

When you are done with your selections, press the button below:

Continue -> Generate Report Now

Data Available For Analysis

Files:
pp24-25-Station.csv
FJR-3-13 WILL.csv

You have selected the maximum number of employees.

Currently Selected Employees

Name	Employee ID	Remove
P D RANDALL JR	1554653	
S L SAUCIUNAC	1605198	
D R SCHEFFLER	1610836	
M P SCHOENECKER	1727350	
R A SCHULTZ	1623198	
S M SCHWAB	1529649	
E M SEEGAR	1705583	
J M SIETESKI	1519416	
A M SMACZNIAK	1818414	
T H SMITH	1525205	

Employee Listing

Instructions
Press the '+' button to select a given employee.

You have selected the maximum number of employees.

Last	First	Middle	EID
ADAMS	S	P	3696828
ANDRICHUK	M	M	1709346
ANTONIO	T	M	1610176
ARNONE	J		1764866
AVINO	R	S	1605541
BAKER	B	J	1606412
BARRETT	M	T	1575351

Close

The program currently allows for a **maximum of 10** selected names. You will receive notification upon reaching this limit and the ability to add more names will be disabled.

You may select up to 10 employees for this report/chart:

Select from List | Enter EIDs to Select | Search by Name to Select | Manually Enter Tac Rings

Base analysis on the following work day definition:

8 Hours Worked Within 9

When you are done with your selections, press the button below:

Continue -> Generate Report Now

Data Available For Analysis

Files:

pp24-25-Station.csv

FJR-3-13 WILL.csv

Delete

De

The options to "**Enter EIDs**" or "**Search by Name**" are disabled once the limit has been reached.

You have selected the maximum number of employees.

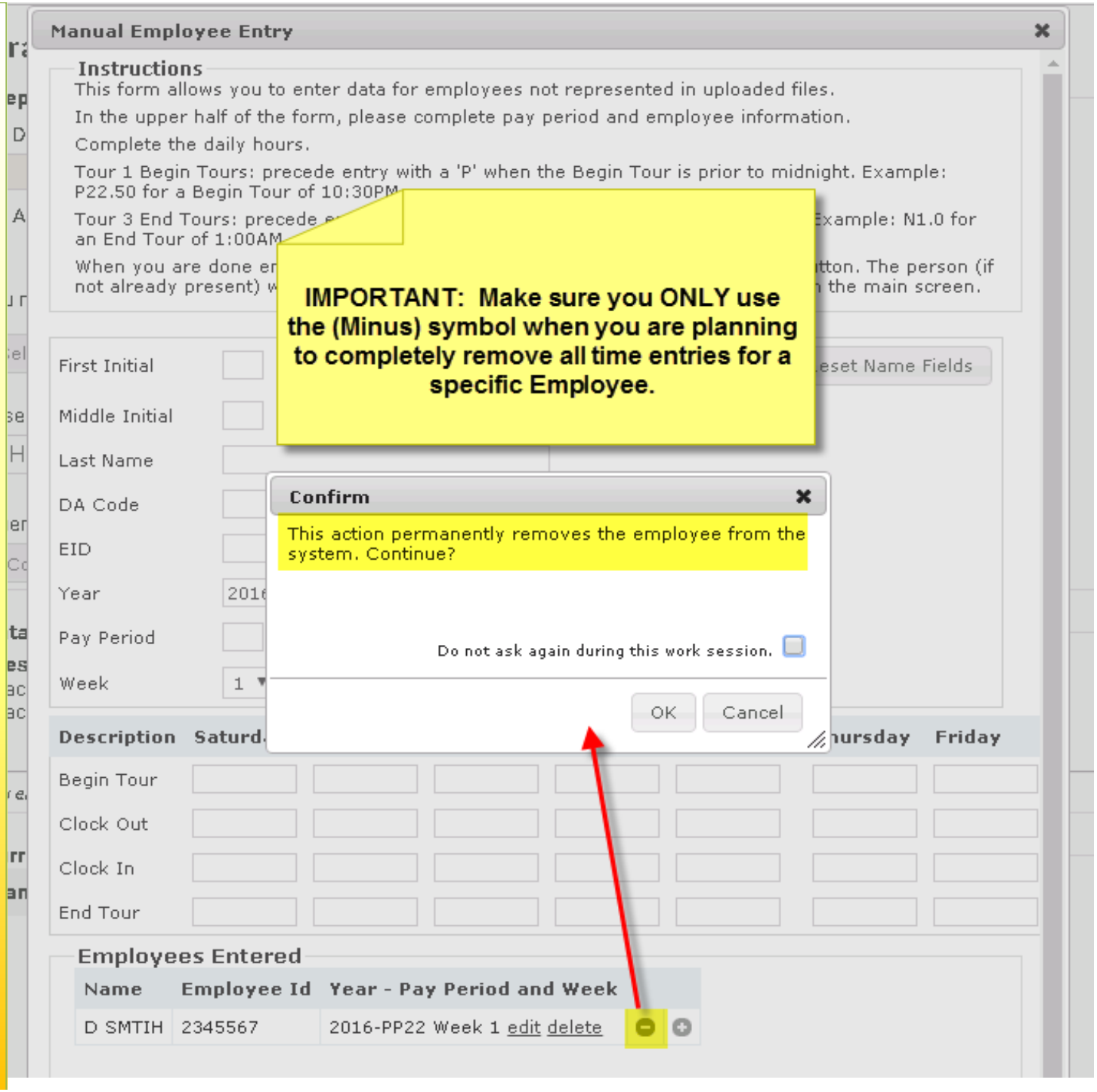
Currently Selected Employees

Name	Employee ID	Remove
P D RANDALL JR	1554658	
S L SAUCIUNAC	1605198	
D R SCHEFFLER	1610836	
M P SCHOENECKER	1727350	
R A SCHULTZ	1623198	
S M SCHWAB	1529649	
E M SEEGAR	1705583	

***Important**:*

Pay close attention to the Confirmation Window that appears when clicking on the Minus (-) symbol. This should ONLY be used if you wish to start over for a specific employee.

If you are just trying to remove a single Pay Period and Week, use the "delete" option.



***Important**:*

The MDAT program warns you if you are attempting to enter overlapping time entries for a specific employee's Pay Period and Week.

Tour 1 Begin Tours: precede entry with a 'P' when the Begin Tour is prior to midnight. Example: P22.50 for a Begin Tour of 10:30PM.

Tour 3 End Tours: precede entry with an 'N' when the End Tour is past midnight. Example: N1.0 for an End Tour of 1:00AM

When you are done entering time for an employee, press the "Add Time Data" button. The person (if not already present) will be added to the "Currently Selected Employees" table on the main screen.

The data would have created time overlaps for the pay period.

First Initial	D
Middle Initial	
Last Name	SMTIH
DA Code	Q
EID	2345567
Year	2016
Pay Period	22
Week	1

Reset Name Fields

Description	Saturday	Sunday	Monday	Tues
Begin Tour	7.5			
Clock Out	8.5			
Clock In	9.5			
End Tour	10.5			

Error Message received because these time entries overlap with previously entered times:

Begin Tour: 7.0
Clock Out: 8.0
Clock In: 9.0
End Tour: 10.0

Employees Entered

Name	Employee Id	Year - Pay Period and Week
D SMTIH	2345567	2016-PP22 Week 1 edit delete

Add Time Data | Reset Entry Form | Continue

Preparing and Running Table and Chart Reports

You may choose to report upon five types of Workdays.

- **8 Hours Worked Within 9**
- **8 Hours Worked Within 10**
- **8 Hours Worked Within 12**
- **10 Hours Worked Within 11**
- **10 Hours Worked Within 12**

The type of workday you choose will affect the way that "Overtime" is displayed on the Maximization Bar Chart.

Step 2 - Report Options

Date Range

thru

ALL Dates in the uploaded files

You may select up to 10 employees for this report/chart:

Select from List | Enter EIDs to Select | Search by Name to Select | Manually Enter Tac Rings

Base analysis on the following work day definition:

8 Hours Worked Within 9

- 8 Hours Worked Within 9
- 8 Hours Worked Within 10
- 8 Hours Worked Within 12
- 10 Hours Worked Within 11
- 10 Hours Worked Within 12

tions, press the button below:

Data Available For Analysis

Files:
pp24-25-Station.csv
FJR-3-13 WILL.csv

IMPORTANT NOTE: Please limit lunches to 1 Hour for BEST results.

Currently Selected Employees

Name	Employee ID	Remove
M P SCHOENECKER	1727350	
E DECK	1540749	
P D RANDALL JR	1554658	
C K KURYLO	1592485	

APWU
American Postal Workers Union, AFL-CIO

Click on **"Continue -> Generate Report Now"** when you are ready to view your reports.

Desirable Duty Assignments and Maximization Chart Tool

Step 2 - Report Options

Date Range

thru

ALL Dates in the uploaded files

You may select up to 10 employees for this report/chart:

Select from List | Enter EIDs to Select | Search by Name to Select | Manually Enter Tac Rings

Base analysis on the following work day definition:

8 Hours Worked Within 9

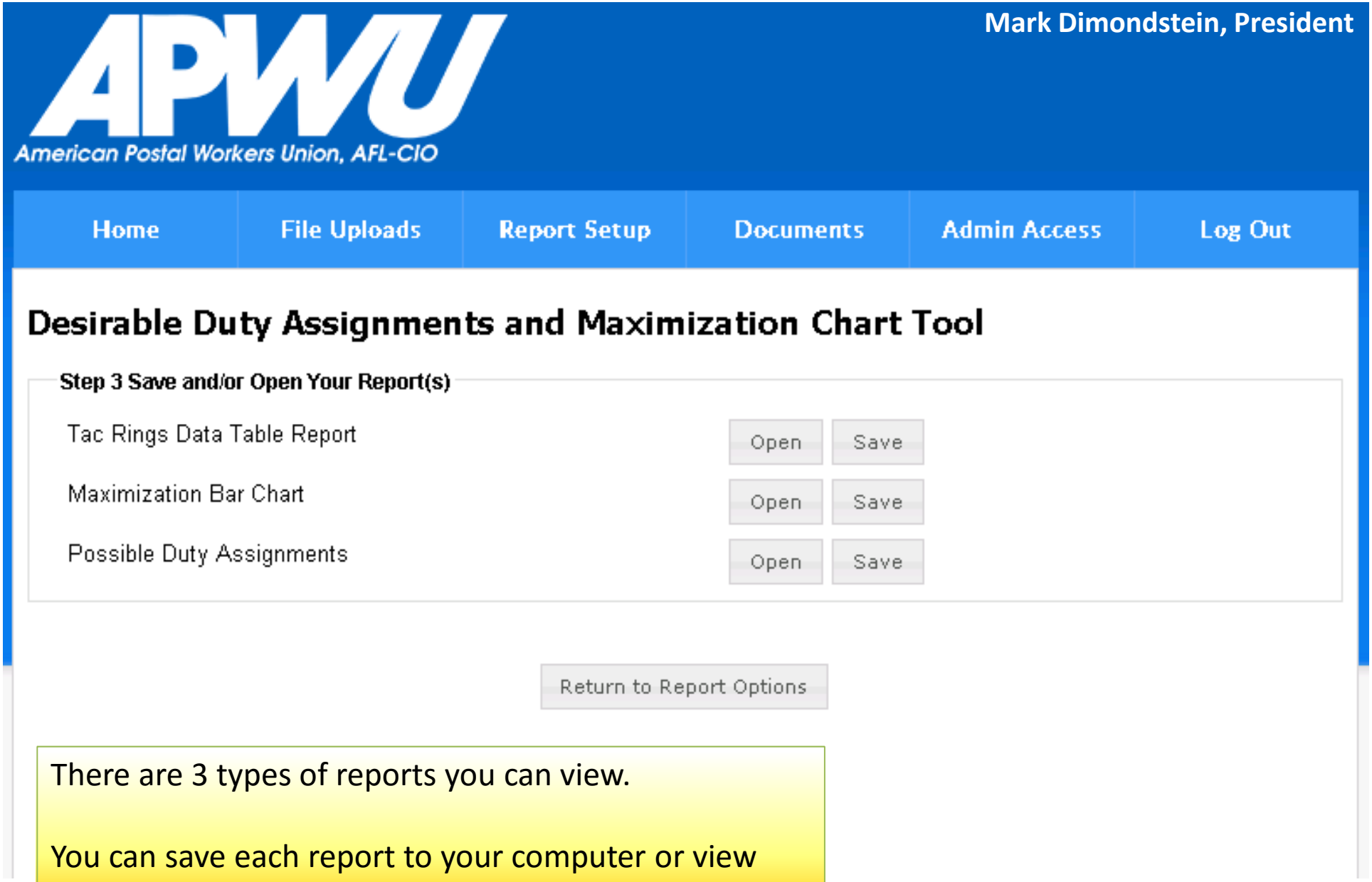
When you are done with your selections, press the button below:

Continue -> Generate Report Now

Data Available For Analysis

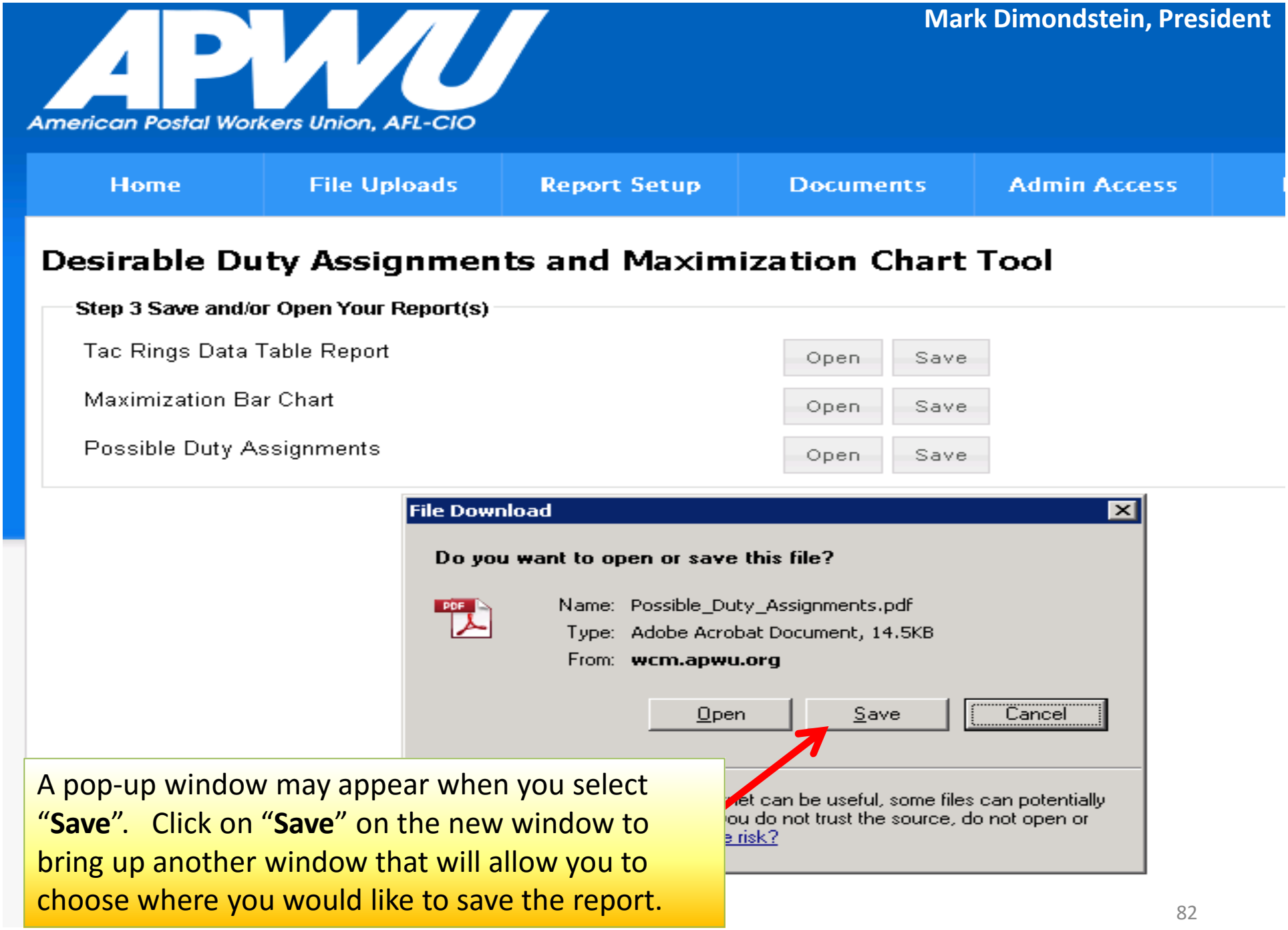
Files:

pp24-25-Station.csv Delete
FJR-3-13 WILL.csv Delete



There are 3 types of reports you can view.

You can save each report to your computer or view them directly.

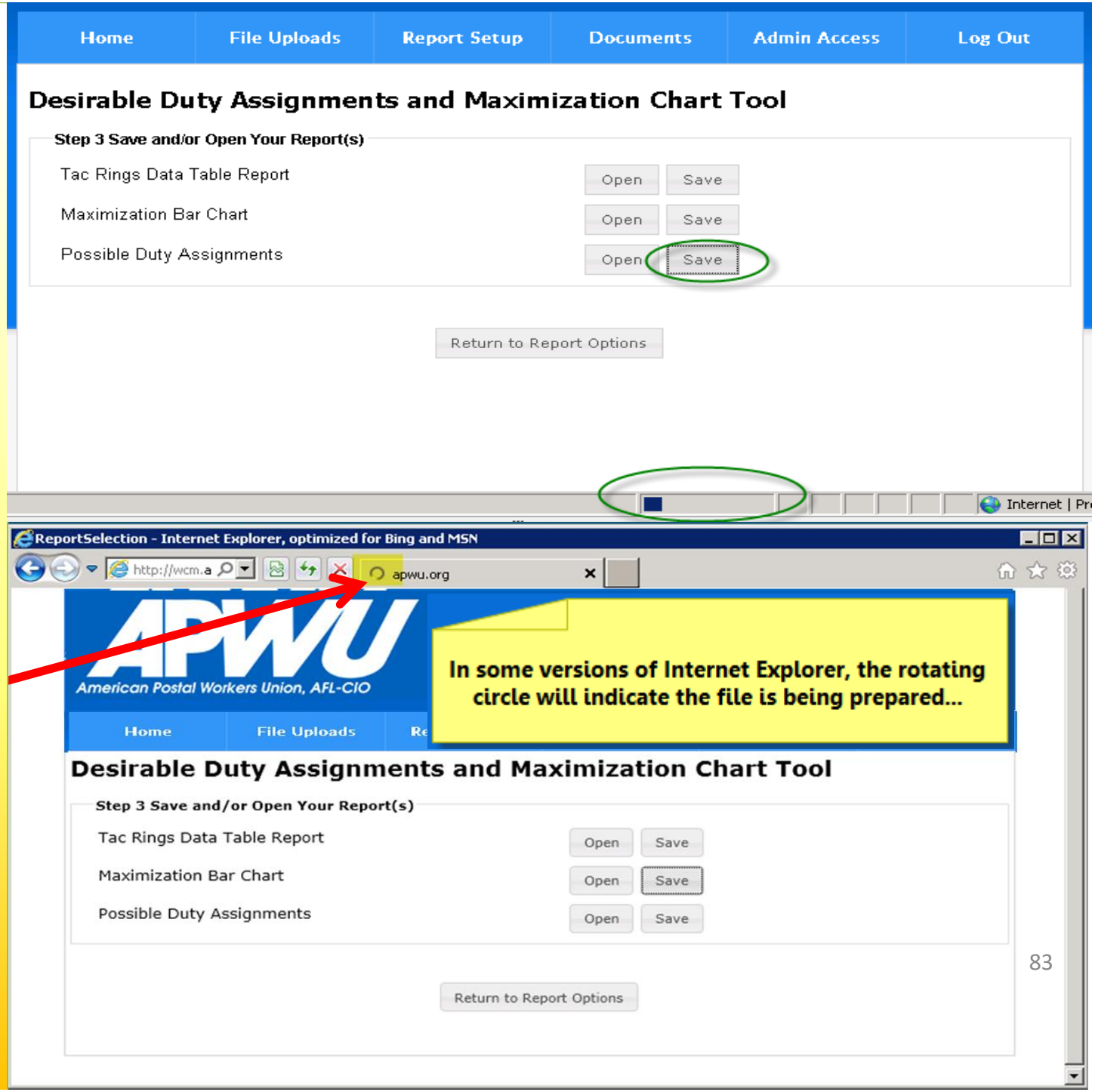


A pop-up window may appear when you select "**Save**". Click on "**Save**" on the new window to bring up another window that will allow you to choose where you would like to save the report.

Please Be Patient.

The program will begin to review and report upon thousands of rows of data.

***Note**: Depending on the uploaded file size and number of selected names, the reports may take anywhere from a few seconds to several minutes to generate. Pay attention to the "Loading" bar, usually located on the bottom of your browser.*



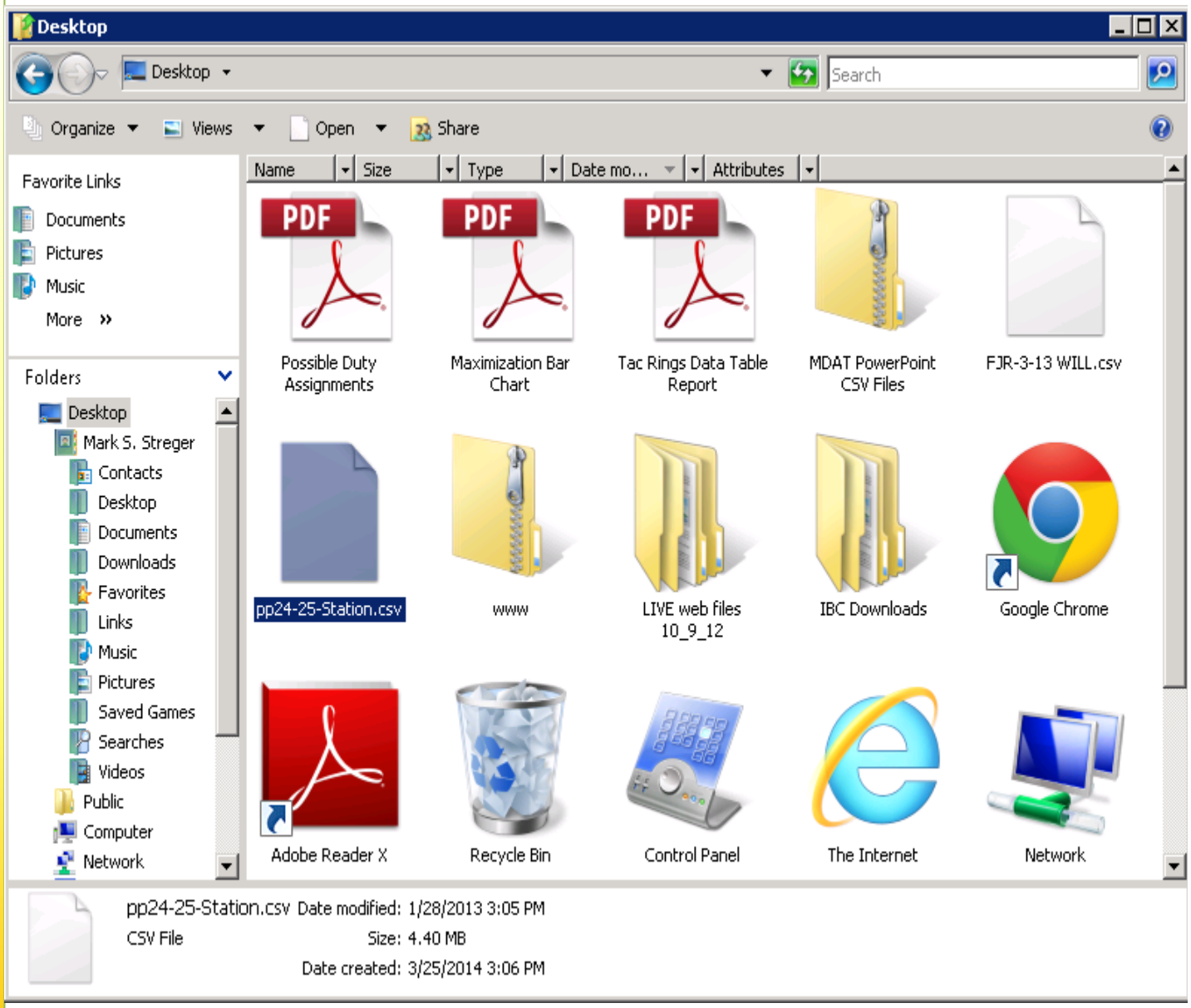
In this example, we have selected to save the three reports on the local Desktop.

The names of the three reports are:

Tac Rings Data Table Report.pdf

Maximization Bar Chart.pdf

Possible Duty Assignments.pdf



Report 1: TAC Rings Data Table Report.pdf

Tac Rings Data Table Report

2012 PP12 WK1

Name		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Totals
E DECK	BT			3.44	3.46		3.44	3.44	
	ET			9.47	9.54		9.44	9.51	
	05500	(6.00)							
	Regular	**0.00**	**0.00**	**6.03**	**6.08**	**0.00**	**6.00**	**6.07**	**24.18**
	Leave	**6.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**6.00**
	Overtime	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Total	**6.00**	**0.00**	**6.03**	**6.08**	**0.00**	**6.00**	**6.07**	**30.18**
M G FILIPINK	BT			4.92	4.93	4.94	4.94	5.00	
	OL			11.05	11.42	11.28	11.37	11.43	
	IL			12.05	12.42	12.26	12.35	12.34	
	ET			13.92	13.92	13.92	13.92	13.92	
	Regular	**0.00**	**0.00**	**8.00**	**7.99**	**8.00**	**8.00**	**8.00**	**39.99**
	Leave	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Overtime	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.01**	**0.01**
	Total	**0.00**	**0.00**	**8.00**	**7.99**	**8.00**	**8.00**	**8.01**	**40.00**
C K KURYLO	BT	5.00		5.50	8.75	5.50	5.50		
	OL	12.02		11.38	13.65	11.38	11.40		
	IL	12.96		12.36	14.65	12.34	12.35		
	ET	13.96		14.48	17.75	14.46	14.45		
	Regular	**8.00**	**0.00**	**8.00**	**8.00**	**8.00**	**8.00**	**0.00**	**40.00**
	Leave	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Overtime	**0.02**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.02**
	Total	**8.02**	**0.00**	**8.00**	**8.00**	**8.00**	**8.00**	**0.00**	**40.02**
P D RANDALL JR	BT	9.49		9.51	9.42	9.42		9.43	

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*Denotes a manual entry from the PDF file.

Tac Rings Data Table Report

2012 PP12 WK1

Name		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Totals
P D RANDALL JR	OL	13.17		14.26	14.42	14.05		12.60	
	IL	14.11		15.27	15.40	15.05		13.61	
	ET	18.09		18.72	18.42	18.86		18.62	
	05500	(0.34)							
	Regular	**7.66**	**0.00**	**8.00**	**8.00**	**8.00**	**0.00**	**8.00**	**39.66**
	Leave	**0.34**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.34**
	Overtime	**0.00**	**0.00**	**0.20**	**0.02**	**0.44**	**0.00**	**0.18**	**0.84**
	Total	**8.00**	**0.00**	**8.20**	**8.02**	**8.44**	**0.00**	**8.18**	**40.84**
D SMITH*	BT	4.15	4.00	4.00	4.25	4.00			
	OL	10.75	12.00	11.50	10.35	12.00			
	IL	12.15	13.00	12.75	11.50	12.50			
	ET	14.10	14.00	13.15	12.45	13.75			
	Regular	**8.00**	**8.00**	**7.90**	**7.05**	**8.00**	**0.00**	**0.00**	**38.95**
	Leave	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Overtime	**0.55**	**1.00**	**0.00**	**0.00**	**1.25**	**0.00**	**0.00**	**2.80**
	Total	**8.55**	**9.00**	**7.90**	**7.05**	**9.25**	**0.00**	**0.00**	**41.75**
Regular		**23.66**	**8.00**	**37.93**	**37.12**	**32.00**	**22.00**	**22.07**	**182.78**
Leave		**6.34**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**6.34**
Overtime		**0.57**	**1.00**	**0.20**	**0.02**	**1.69**	**0.00**	**0.19**	**3.67**
Total		**30.57**	**9.00**	**38.13**	**37.14**	**33.69**	**22.00**	**22.26**	**192.79**

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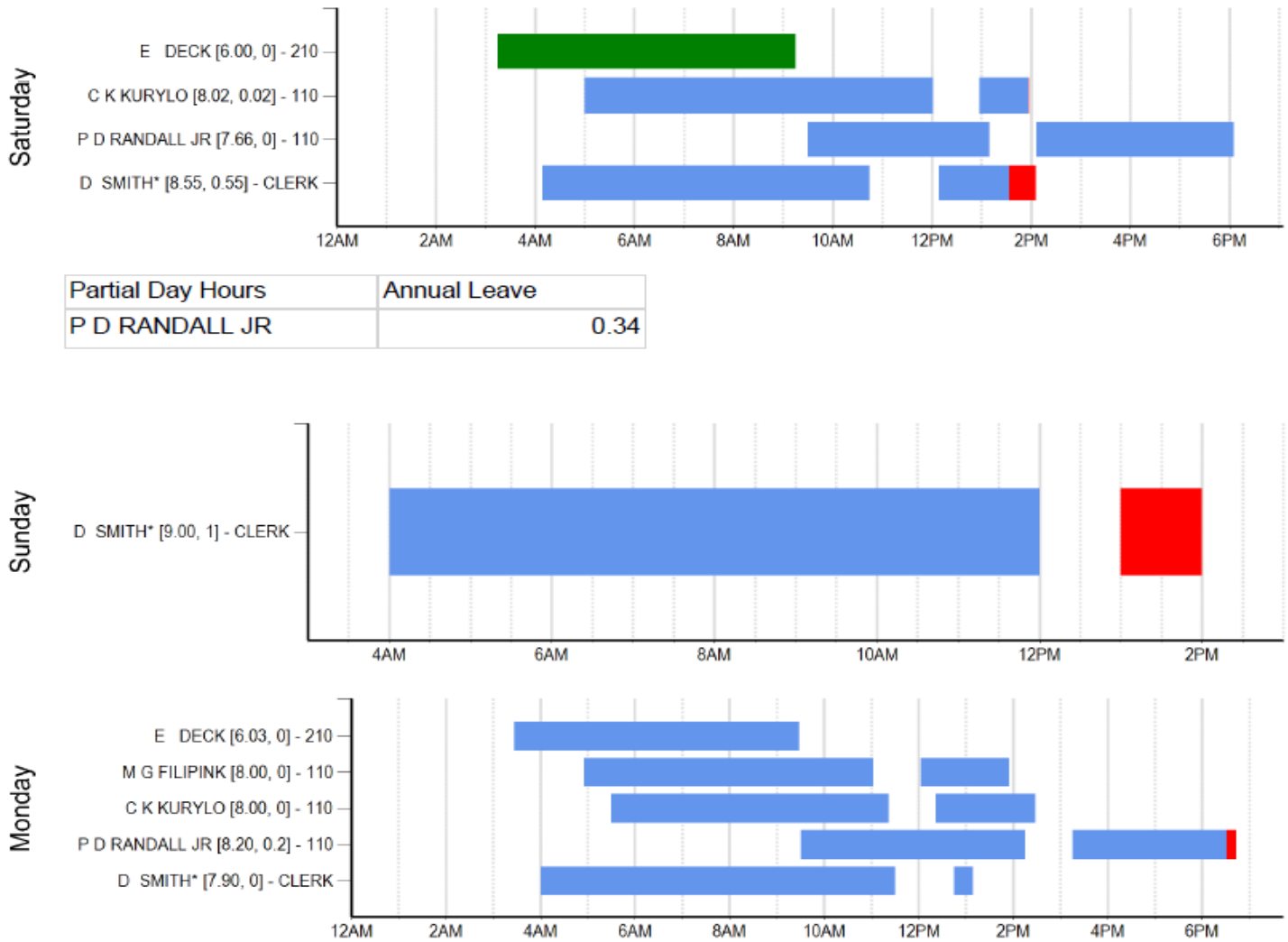
*Denotes a manual entry from the PDF file.

Report 2: Maximization Bar Chart.pdf

Maximization Bar Chart

2012

PP12 WK1



Partial Day Hours	Annual Leave
P D RANDALL JR	0.34

Bar Color Codes:

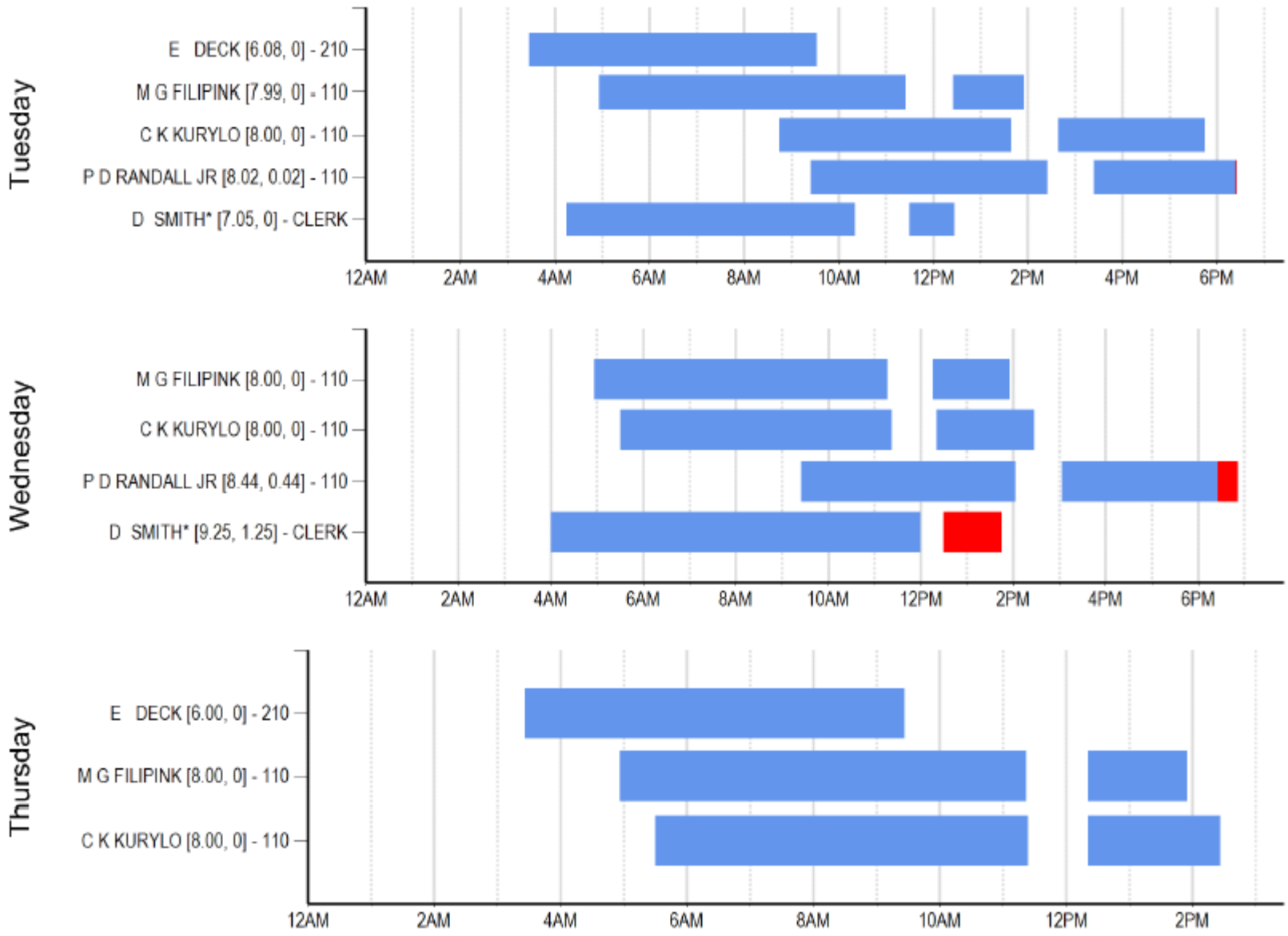
Green = Full Shift Leave
Blue = Normal Time
Red = Overtime

*Denotes a Manual Employee Entry

Note: Partial Day Leave is not graphed

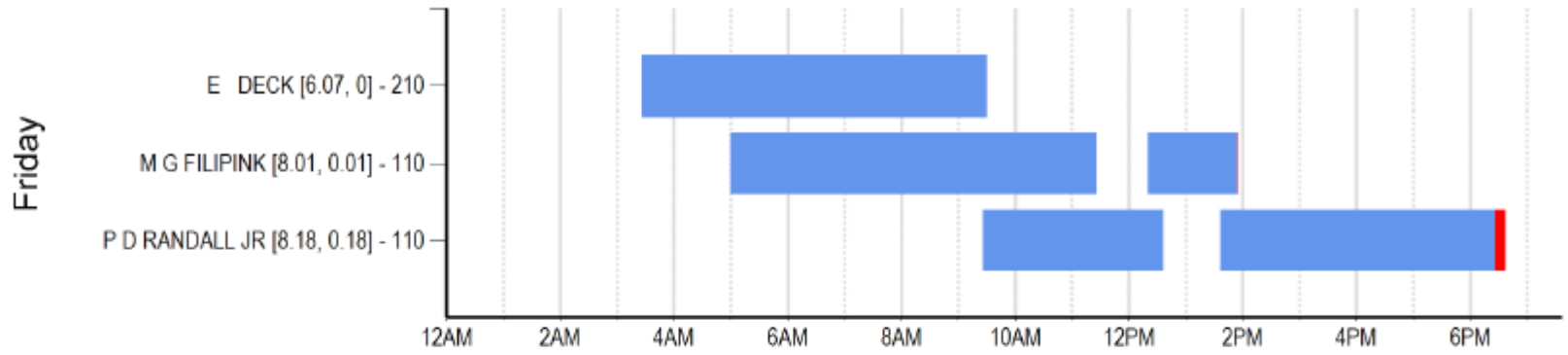
*Denotes a manual entry from the PDF file. Manual entry leave is not displayed in green.

Maximization Bar Chart



*Denotes a manual entry from the PDF file. Manual entry leave is not displayed in green.

Maximization Bar Chart



Regular:	**182.78**
Leave:	**6.34**
Overtime:	**3.67**
Total:	**192.79**

Totals by Employee

	Regular	Leave	Overtime	Total
E DECK	24.18	6.00	0.00	30.18
M G FILIPINK	39.99	0.00	0.01	40.00
C K KURYLO	40	0.00	0.02	40.02
P D RANDALL JR	39.66	0.34	0.84	40.84
D SMITH*	38.95	0.00	2.80	41.75
Total	182.78	6.34	3.67	192.79

*Denotes a manual entry from the PDF file. Manual entry leave is not displayed in green.

Report 3: Possible Duty Assignments.pdf

***NOTE**: Recommend using a **max** of five (5) employees at a time when running this report.*

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Possible Duty Assignments

	Employee List		
Employee Id	**Last Name**	**First Initial**	**Middle Initial**
1525205	SMITH	T	H
1540749	DECK	E	
1554658	RANDALL JR	P	D
1592485	KURYLO	C	K
1642145	FILIPINK	M	G

Possible Assignments

Year	Period	Sat	Sun	Mon	Tue	Wed	Thu	Fri
2012	10-2	1	0	3	2	2	2	3
	11-1	2	0	2	1	1	1	2
	11-2	2	0	3	2	2	2	3
	12-1	1	0	3	3	2	2	2
	12-2	1	0	0	2	1	2	3
	13-1	1	0	2	1	2	1	1
	13-2	1	0	2	2	2	1	2
	14-1	2	0	3	2	2	2	3
	14-2	2	0	3	2	2	2	3
	15-1	1	0	2	1	0	2	2
	15-2	1	0	1	0	1	1	1
	16-1	2	0	3	2	2	2	3
	16-2	1	0	2	2	1	1	2
	17-1	1	0	2	0	1	2	2
	17-2	2	0	3	2	2	2	3
	18-1	2	0	2	2	2	2	2
	18-2	0	1	2	2	1	2	3
	19-1	1	0	3	2	2	2	2
	19-2	0	0	0	1	1	1	1

	19-1						2	2
	19-2	0	0	0	1	1	1	1
	20-1	1	0	1	1	0	1	1
	20-2	1	0	3	1	1	2	2
	21-1	1	0	2	1	1	2	2
	21-2	1	0	2	1	2	2	2
	22-1	1	0	0	1	2	2	2
	22-2	1	0	1	1	1	2	2
	23-1	1	0	2	1	1	2	2
	23-2	1	0	2	0	1	0	1

Continued from previous page

Possible Duty Assignments

Year	Period	Sat	Sun	Mon	Tue	Wed	Thu	Fri
2012	24-1	6	0	3	3	0	3	6
	24-2	5	0	0	3	3	6	6
	25-1	6	0	6	3	3	0	6
	25-2	6	0	6	2	3	6	6
	26-1	1	0	1	0	1	1	1
	26-2	1	0	1	0	1	1	1
	01-1	1	0	1	0	1	1	1
	01-2	1	0	0	0	1	1	0
	02-1	1	0	0	0	1	1	1
	02-2	1	0	1	0	1	1	1
	03-1	1	0	1	0	1	1	1
	03-2	1	0	0	1	0	0	1
	04-1	1	0	1	0	1	1	1
	04-2	1	0	1	1	1	1	1

	04-2						1	1
	05-1	1	0	1	1	1	1	1
2013	05-2	1	0	0	0	0	1	1
	06-1	1	0	1	0	0	1	1
	06-2	1	0	1	0	1	1	1
	07-1	1	0	0	0	1	1	1
	07-2	1	0	1	0	1	1	1
	08-1	1	0	0	0	1	1	1
	08-2	1	0	1	0	1	1	1
	09-1	1	0	1	0	1	1	1
	09-2	1	0	1	1	1	1	1
	10-1	1	0	1	0	1	1	1
Total		**76**	**1**	**84**	**53**	**65**	**80**	**101**
AVG*		**1.00**	**0.00**	**2.00**	**1.00**	**1.00**	**2.00**	**2.00**

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*Average fractions less than .5 are rounded down, .5 or greater are rounded up.

Analyzing Possible Duty Assignment from Reports

- **Note**: This is only a minimum representation of the number of jobs available. Pay particular attention to Holiday weeks, same day overtime, NTFT duty assignment of less than 8 hours a day and partial day leave, which are not currently factored into the possible duty assignments.

- Manually entering overtime from Full Time Regular Employees, you will need to review the PDF file and extract the specific overtime hours and enter these hours **MANUALLY,** via OPTION 4: Manually Entering Tac Rings

- Å Please read the MDAT User's Guide in its entirety located in the "**Documents**" section of the MDAT homepage.
- Å ----------
- Å **Contact**:
- Å Clerk NBA Field Office
- Å
- Å For MDAT Assistance for grievance assistance and assistance on completing the Request for Information, call 202-842-4220 for telephone number to your respective NBA office.
- Å ----------
- Å APWU Local/State Presidents can contact APWU Per Capita for MDAT Password Assistance at 202-842-8555.
- Å ----------
- Å **Contact**:
- Å **Lamont Brooks**
- Å MDAT Coordinator
- Å Assistant Director
- Å Clerk Division
- Å
- Å For MDAT software programming issues. Access to software could occasionally be disabled due to routine server maintenance on the website. Please check back at least 24 hours later before contacting Lamont Brooks.