



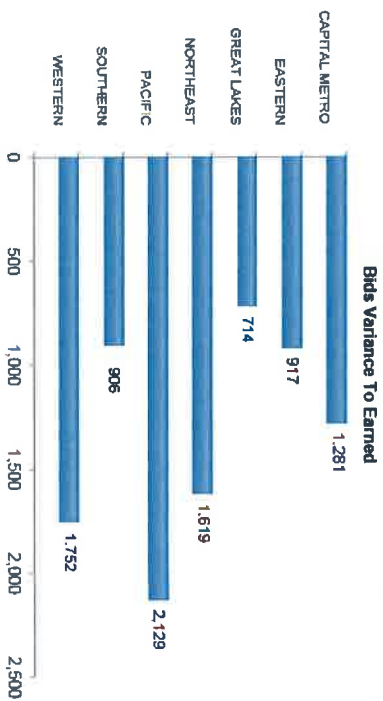
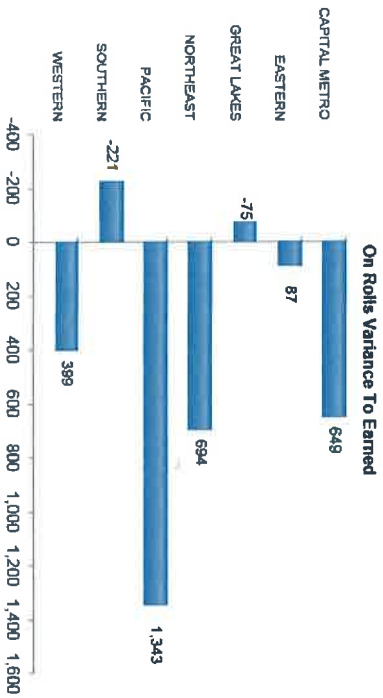
Workforce Dashboards & Job Bid Management (JBM)



Field Staffing and Support

Mail Processing

	On Rolls	Vacant Bids	Total Bids	Total Earned	OR vs Earned	Bids vs Earned	OT Rate Last 4 Weeks
CAPITAL METRO	9,367	632	9,999	8,718	649	1,281	9.1%
EASTERN	12,420	830	13,250	12,393	87	917	11.2%
GREAT LAKES	9,151	789	9,940	9,226	-75	714	11.5%
NORTHEAST	12,981	925	13,906	12,287	694	1,619	8.8%
PACIFIC	10,161	786	10,947	8,818	1,943	2,129	6.5%
SOUTHERN	12,868	1,127	13,995	13,089	-221	906	11.2%
WESTERN	11,789	1,353	13,142	11,390	399	1,752	7.6%
Grand Total:	78,737	6,442	85,179	75,861	2,876	9,318	9.5%





Field Staffing and Support



- Home
- CARE
- Workforce Dashboard
- Bid Management
- Opportunity Posting

Monday, April 10, 2017

Mail Processing Earned Complement Bid Management

UP ↓ Export ↓

FIELD

Return

Mail Processing

Activity - Start Date: 3/11/2017



End Date: 4/10/2017



Level	Current Position Counts as of: 4/10/2017										Career Position Activity					
	On Rolls	Vacant Bids	Total Bids	Total Filled	OR vs Earned	Bids vs Earned	Created	Posted	Converted	Residual	Reverted	Abolished	Residual	Reverted	Abolished	
CAPITAL/METRO	9,367	632	9,999	8,718	649	1,281	47	97	56	20	84	11				
EASTERN	12,420	830	13,250	12,333	87	917	107	199	145	48	56	8				
GREAT LAKES	9,151	789	9,940	9,226	-75	714	64	165	66	13	95	4				
NORTHEAST	12,981	925	13,906	12,287	694	1,619	10	222	81	37	43	4				
PACIFIC	10,161	786	10,947	8,818	1,343	2,129	12	163	35	64	133					
SOUTHERN	12,868	1,127	13,995	13,089	-221	906	62	259	70	42	81					
WESTERN	11,789	1,353	13,142	11,390	399	1,752	4	277	68	62	33	1				
Grand Total:	78,737	6,442	85,179	75,861	2,876	9,318	306	1,382	521	286	525	24				



Field Staffing and Support

Retail and Customer Services

UP ↓ CSV/SOV: All Levels: All FIELD

Retail and Customer Services Clerks

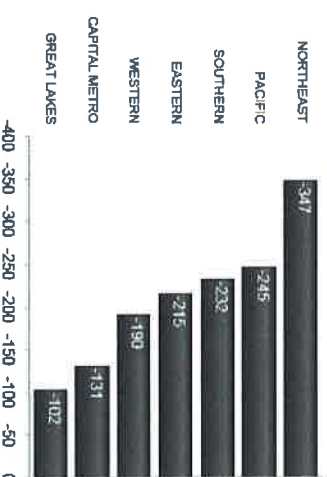
On Role

Level	CRK	MTF	PTF	CRK Mail Handlers	Level SSAs On Role	CRK Total	ORNA	PSE	CS/SM	Total ORNA	Vacant Positions	Total Positions	CSV/SOV	CSV/SOV Rounded	On Role vs. Earned	Total Positions Earned	PTF Avg. %
CAPITAL METRO	4,812	811	1,759	68	835	7,450	-82	1,586	1	8,955	548	9,503	7,733.56	8,132	823	1,371	7.95%
EASTERN	5,886	1,644	3,631	142	1,195	11,253	-72	2,770	7	13,958	514	14,472	11,684.51	12,885	1,073	1,587	7.55%
GREAT LAKES	4,955	907	2,065	113	801	8,040	-55	2,172	7	10,164	581	10,745	8,886.4	9,648	516	1,097	7.81%
NORTHEAST	8,045	1,377	2,251	607	1,348	12,280	-147	2,141	75	14,349	732	15,081	10,936.55	11,343	3,006	3,738	9.01%
PACIFIC	5,721	598	1,062	17	977	7,998	-80	1,316	1	8,635	855	9,490	8,183.16	8,329	306	1,161	7.10%
SOUTHERN	8,127	1,320	3,170	3	1,322	12,620	-81	3,220	1	15,759	1,127	16,886	14,550.87	15,724	35	1,162	8.68%
WESTERN	7,032	1,383	4,441	37	1,258	12,893	-35	3,918	1	16,777	752	17,529	13,611.88	15,565	1,112	1,864	4.38%
Grand Total:	44,528	8,040	18,379	987	7,736	71,934	-552	17,123	92	88,597	5,109	93,706	75,586...	81,726	6,871	11,980	7.46%

Retail and Customer Services PSEs

Level	PSE On Role	RPTD Adjust	Service Break	Figure Hours	Total Adjusted OH ROL	PSE Cap	Variance To Cap	PSE Zero Hr Wks	PSE Avg Hr Wks	PTF Avg Hr Wks
CAPITAL METRO	1,586	96	1	11	1,684	1,506	-131	61	35	32
EASTERN	2,770	119	4	31	2,924	2,251	-215	46	31	30
GREAT LAKES	2,172	72	9	17	2,270	1,634	-102	39	32	29
NORTHEAST	2,141	62	19	19	2,222	2,376	-347	81	33	31
PACIFIC	1,316	43	5	2	1,366	1,512	-245	33	42	30
SOUTHERN	3,220	144	28	23	3,415	2,802	-232	73	34	30
WESTERN	3,918	132	3	27	4,080	2,620	-190	53	30	27
Grand Total:	17,123	668	50	130	17,971	14,701	-1,462	386	33	30

PSE Variance to Cap





Field Staffing and Support



Home

CARE

Workforce Dashboard

Bid Management

Opportunity Posting

Monday, April 10, 2017

Retail and Customer Services Earned Complement Bid Management

UP +

Export ↓

CSV/CSV: All +

- All -

FIELD

Return

Retail and Customer Services Clerks and Mail Handlers

Activity - Start Date: 3/10/2017



End Date: 4/9/2017



Change Dates

Level	Current Position Counts as of: 4/9/2017					SST Activity					Career Position Activity						
	Total On Role (less ORNA)	Total Positions	Earned CSV/SOV Rounded	On The Role vs Earned	Total Positions vs Earned	eMAP	e1994	Bid Structure	Created	Posted	Converted	Residual	Reverted	Abolished			
CAPITAL METRO	8,955	9,503	8,132	823	1,371	95.5%	87.6%	1	26	72	34	38	17	2			
EASTERN	13,958	14,472	12,885	1,073	1,587	92.3%	87.0%	1	23	65	60	56	32	2			
GREAT LAKES	10,164	10,745	9,648	516	1,097	95.2%	89.5%	4	38	61	37	26	48	2			
NORTHEAST	14,349	15,081	11,343	3,006	3,738	94.0%	81.8%	1	103	53	96	35	17	28			
PACIFIC	8,655	9,490	8,329	306	1,161	95.5%	85.0%	4	28	103	50	50	39	2			
SOUTHERN	15,759	16,886	15,724	35	1,162	83.5%	83.0%	4	55	132	42	34	24	2			
WESTERN	16,777	17,529	15,665	1,112	1,864	95.9%	94.5%	1	64	155	73	52	22	4			
Total:	88,597	93,706	81,726	6,871	11,980	92.5%	87.0%	51.7%	337	641	392	291	199	40			



Phase 2 Web Application Release 2/13

- **Positions available in Web App when identified as vacant**
- **Office/Bid Cluster logs into Web App to indicate action taken**
- **Postings over earned go through the Exception Process**
 - **Justification required**
- **Earned complement data pulled into Excel File**
- **HRSSC prepopulates JBM Vacancy Excel File with WebApp data**
- **HRSSC sends to Bid Cluster**
- **Office/Bid Cluster**
 - **Two days to verify the file**
 - **Any changes must be made in the WebApp**
 - **Return file to HRSSC (cc to Area Complement & District Local Services)**
- **All data uploaded to FSS server for analysis**

Full Bid Cycle – Up to 28 days or more

Vacancies

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VACANCIES

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USPS Bid Management

Vacancy Management

Function 1	Function 2	Function 4	Pending Actions
Clerk On Roles: 0	Carrier On Roles: 0	On Roles: 146	Post No Change: 36
Clerk Vacancies: 0	Carrier Vacancies: 10	Vacancies: 10	- In Review: 0
Clerk Earned: 0	Carrier Earned: 147	Earned: 147	Post W/Change: 33
Clerk Variance: 0	Carrier Variance: -1	Variance: -1	- In Review: 3
MH On Roles: 0			Reversions: 0
MH Vacancies: 0			No Action - Dirac: 0
MH Earned: 0			No Action - Pend Qual: 0
MH Variance: 0			No Action - Residual: 0
			Withhold: 0

G - SOUTHERN 752 - DALLAS PFC 1 - MP00-1 483410 - GARLAND PO

Position	Bid Type	Bid Cluster	Cost Center	Cost Center Name	Vacated On	Age	Position Status	DEC-CODE	Position Title	Pay Grade	ES	Proposed Action	Review
70752407	A	3	BC483410	483412	GAR-SOUTH STA	01/21/2017	16	23102009	CARRIER (CTY)	07	134		
70758675			Automated BC483410	483410	GARLAND PO	01/21/2017	16	23102010	CARRIER TECHNICIAN	07	134		
71662893			Automated BC483410	483413	GAR-KINGSLEY STA	01/21/2017	16	23102009	CARRIER (CTY)	07	134		
71662894			Automated BC483410	483410	GARLAND PO	01/21/2017	16	23102009	CARRIER (CTY)	07	134		
95652800			Automated BC483410	483410	GARLAND PO	01/21/2017	16	23102009	CARRIER (CTY)	07	134		
95824187			Automated BC483410	483410	GARLAND PO	01/21/2017	16	23102009	CARRIER (CTY)	07	134		
95829224			Automated BC483410	483412	GAR-SOUTH STA	01/21/2017	16	23102009	CARRIER (CTY)	07	134		
71423863			Automated BC483410	483410	GARLAND PO	01/07/2017	30	23102009	CARRIER (CTY)	07	134		
71514018			Automated BC483410	483412	GAR-SOUTH STA	01/07/2017	30	23102009	CARRIER (CTY)	07	134		

Data Source: HCES Update: 02/02/2017

1. Click "Vacancies" Button
2. Select an Area, PFC, MP00, and/or Lead Finance (may be pre-populated depending on access level)
3. Click on "Position" and Vacancy Management page will appear



Vacancy Management Page

USPS Bid Management

Vacancy Management

02/28/28



Function 1
 Clerk On Roles: 0
 Clerk Vacancies: 0
 Clerk Earned: 0
 Clerk Variance: 0

Function 2
 Carrier On Roles: 0
 Carrier Vacancies: 0
 Carrier Earned: 0
 Carrier Variance: 0

Function 4
 On Roles: 146
 Vacancies: 10
 Earned: 147
 Variance: -1

Pending Actions
 Post No Change: 36
 - In Review: 0
 Post W/Change: 33
 - In Review: 3

F1 F2 F4
 0 1 0
 0 1 0
 0 0 0
 0 0 0

Reversions:

NA Action

0 0 0
 0 0 0
 0 0 0
 0 0 0

SOUTHERN

DALLAS PFC

INPEO1

482310 - GARLAND PO

Post: An

Post: An

Post: An

Post: An

Post: An

Post: An

Post: An

A - Information for Scope Requested
 B - Pending Actions
 C - Position Details
 D - Organization Information
 E - Select Proposed Action



Select Proposed Action – Post No Changes

Post No Changes	On Rolls: 146 + Pending: 0 Earned: 147
Confirm	Cancel
Post No Changes	On Rolls: 146 + Pending: 1 Earned: 147
On Rolls exceeds Earned. A justification for District and Area review is required. You have 1 pending requests.	
Enter Justification (minimum 20 characters) *	
Confirm	Cancel
	0 / 500

If On Rolls is under Earned, click confirm to selected proposed action

If On Rolls exceeds Earned, provide a justification for District and Area Review



Select Proposed Action – Post With Changes

Post With Changes **On Rolls: 146 + Pending: 0 Earned: 147**

Enter the Requested Changes (minimum 20 characters)

0 / 500

Confirm **Cancel**

- Provide requested changes to position
- If On Rolls is under Earned, click confirm to selected proposed action

Post With Changes **On Rolls: 146 + Pending: 1 Earned: 147**

On Rolls exceeds earned. A justification for District and Area review is required

Enter Justification (minimum 20 characters) *

0 / 500

Enter the Requested Changes (minimum 20 characters)

0 / 500

- If On Rolls exceeds Earned, provide a justification for District and Area Review



Select Proposed Action – Proposed Reversion

Proposed Reversion

On Rolls: 146 + Pending: 0 Eamed: 147

Provide the following data if available. Saving will overwrite prior saved data.

Responsible Manager

Union Notified Date 

Certified Number

- Provide the following data (if available):
- Name of Responsible Manager
 - Date Union was Notified of proposed reversion
 - Certified Tracking Number

Updates can be edited in the Reversion Module



Select Proposed Action – Take No Action & Withhold

Take No Action

On Rolls: 146 + Pending: 1 Earned: 147

Please enter a reason for no action taken.

- Residual Position
- Pending Qualification
- Pending DRAC Review
- Other

Other: Provide additional information (minimum 20 characters)*

0 / 500

Withhold

On Rolls: 146 + Pending: 1 Earned: 147

Enter a justification for withholding.

Enter justification (minimum 20 characters)*

0 / 500

- Select reason for "Take No Action"
- Residual Position
 - Pending Qualification
 - Pending DRAC Review
 - Other
 - If other is selected, provide additional information

- Provide justification for withholding position

Reversions

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1 REVERSIONS

USPS Bid Management

Reversion Management

02/20/2017

Active Reversion Records
 Responsible Manager Recorded:
 Union Notification Recorded:
 Tracking Number Recorded:
 Notice Posted Recorded:

Archived Reversions
 Responsible Manager Recorded:
 Union Notification Recorded:
 Tracking Number Recorded:
 Notice Posted Recorded:

Documentation Complete:
 Total Reversions Queued for HRSSC:

0 Documentation Complete:
 0 Total Reversions Archived:

G - SOUTHERN		752 - DALLAS PFC	1 - MPOO-1	483410 - GARLAND PO	2		REVERSION LIST			
Finance	Position ID	Craft	Vacancy Date	Deadline	Remaining Days	Modification Date	Tracking Number	Responsible Manager	Notice Posted Date	Req Met
483410	71662894	3	1/21/2017	2/20/2017	14	2/6/2017	123456-0000	Jane Doe		No

1. Click "Reversions" Button
2. Select an Area, PFC, MPOO, and/or Lead Finance (may be pre-populated depending on access level)
3. Click on position and Reversion Management page will appear



Reversion Management Page

USPS Bid Management

Reversion Management

025XZB

Active Reversion Records

Responsible Manager Recorded:
Union Notification Recorded:
Tracking Number Recorded:
Notice Posted Recorded:

A

Archived Reversions

Responsible Manager Recorded:
Union Notification Recorded:
Tracking Number Recorded:
Notice Posted Recorded:

B

Documentation Complete:
Total Reversions Queued for HRSSC:

0 Documentation Complete:
0 Total Reversions Archived:

0

G - SOUTHERN 752 - DALLAS PFC 1 - APOO-1 483410 - GARLAND PO

REVISION INFO

Reversion Action

Position Details

Bid Cluster: BCAR3410
Position ID: 7662894
Position Title: CARRIER (CITY)
Occ Code: 2310-2009
Vacancy Date: 01/21/2017
Position Status:
Des/Act: 134
Work Schedule: 0730-1600-30L-SU-ROT
Shift: TOUR 11
LDC: 21
CraftID: CA
Pay Grade: 01
City: CITY CARRIERS SCH-2
Prio. Holder: 02578432
Employee Group: 1 34
Route No. & Zip -1:
Route No. & Zip -2:
Route No. & Zip -3:
Route No. & Zip -4:
Route No. & Zip -5:

This position is pending reversion. HRSSC will process the reversion request when the required checklist items are completed.

Click the EDIT button to change values shown in the checklist to the right. You can return to this page to enter additional information at any time.

E

EDIT

- A - Active Reversion Records
- B - Archived Reversions
- C - Position Details
- D - Reversion Checklist
- E - Edit button

Reversion Checklist

Finance Number: 483410
Office: GARLAND PO
Installation Level: Level 24
Record Updated By: 025XZB
Reversion Record Complete: No
Responsible Manager: Jane Doe
Date of Union Notification: 2/6/2017
Document Tracking Number: 123456-0000
Final Decision Posted/Sent:

RECORD EDITOR

025XZB

Responsible Manager

Jane Doe

Union Notification Date

2/6/2017

Document Tracking Number

123456-0000

Notice Posted Date

UPDATE

CANCEL

- Click on Edit button to change/update the following fields:
 - Responsible Manager
 - Union Notification Date
 - Document tracking Number
 - Notice Posted Date
- Click Update Button to save changes