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Tuesday, September 8, 2020

Essential links

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- C360
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- Coronavirus employee resources
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- Employee Deals
- Employee Engagement
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- ePayroll
- IdeaSMART
- Informed Delivery
- Postal Communicator's Toolbox
- PostalProud
- Submit a Lead
- TACS Help Desk
- US Postal Inspection Service
- USPS-TV

Link

Art appreciation

Employees get creative to show pride

Posted 9/4/20 at 9:45 a.m.

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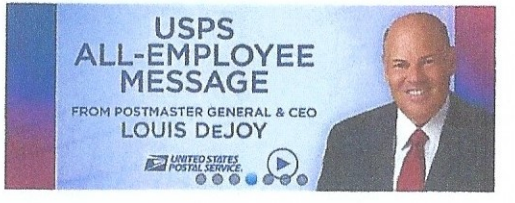

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Diversity News & Employee Spotlights
eHRSSC Forms Organizational Management
Employee Assistance Program (EAP)
Employee Engagement
EEO Process
Field Recruitment
Flexible Work Arrangements
HERO
HR Shared Service Center (HRSSC)
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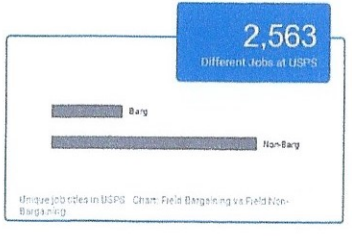

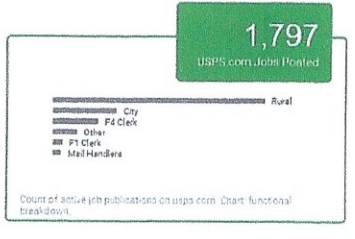

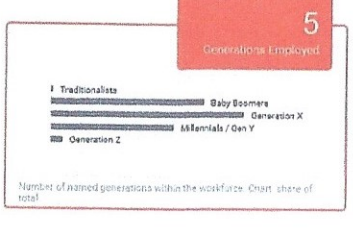

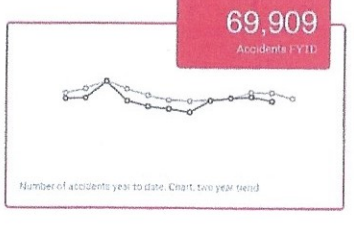

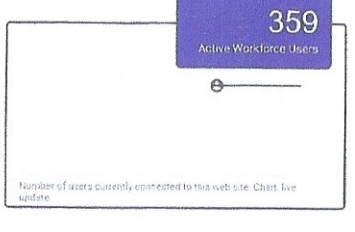

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EAS Close Requisition Request

EAS Change Request

Postmaster Level Tool (PS 150)

SDO/MDO Staffing Tool

Station Manager Level Tool (WSC)

Supv Workload Credit (SWC)

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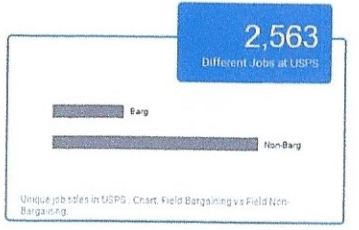

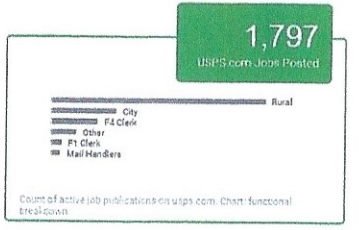

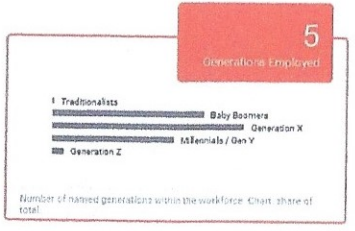

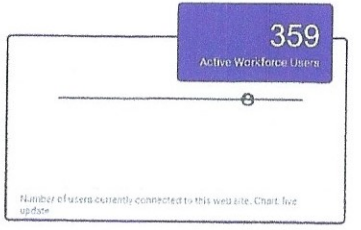

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Supervisor Workload Credit (SWC)

About

The Supervisory Workload Credit system is used to determine the number of Supervisors, Customer Service EAS-17 that are to be authorized in post offices and carrier stations. SWCs are workload driven. It identifies and measures the workload of supervisors. The primary measure used is the number and type of employees supervised.

Contact

For questions and comments regarding methodology, please, contact Organizational Design.

To report technical issues in spreadsheet, please, contact Seungtaek Kim.

These reports are not supported by the Help Desk.

Resources

If you are experiencing Excel VBA/debug errors please follow steps in Auto SWCs Excel Issues

SWC Auto Worksheet September 2020 - updated 09/02/2020

*Note: Current file works with ACE 2 and ACE 3. Save the file to your computer first then open it. SWC criteria changes are now finalized and incorporated into the new SWC workload models.

Instruction Documentation:

- SWC Auto Worksheet Instructions

Updates included:

- **Administrative Post Office (APO)** - For a SWC of APO, Remotely Managed Post Offices (RMPOs) appear in the green box outside the Form, so that users may select RMPOs as remotely supervised Finance Units. If RMPOs have an F8 Postal Support Employee (PSE) or clerks or rural carriers, the counts are automatically populated, and added to APO's staffing in the appropriate items such as Rural Carriers or Window Clerks or Distribution Clerks. PMRs in RMPOs are not counted, only bargaining employees are counted.
- **Window Clerk Count** - Window clerks of the selected SWC office are counted from HCES data tab, which has the most recent data of the date downloading. Window clerks, city carriers, rural carriers and other clerks of remotely supervised finance units and RMPOs are counted from HCES data tab, also. They both were given factors of 1-1/3.
- **Zone of Tolerance** - ZOT cell has been added next to the cell of number of earned Supervisor Customer Service (SCS), and displays YES if the office has credits within the zone of tolerance range and has excessive SCS on rolls.
- **Extra SCS Positions** - Right beneath the form, if a Post Office has 35 or more earned SCS, the number of earned extra SCS positions at the Lead Finance level is displayed.

Instructions for obtaining the data:

- Open (Web Complement Information System) webCOINS at http://webcoins After logon, users must manually navigate to the "HR Worksheets Data" report. From the webCOINS homepage select "Reports" from the top menu or "Summary Reports and Charts" from the webCOINS homepage. From the Reports page select cr032 "HR Worksheets Data"
- Select the desired Cluster, multiple Offices (hold ctrl key) or Office (depending on users level of webCOINS access) and press the "Execute" button. If you select a Cluster, processing time may take several minutes.
- Click "Open" file when prompted. The report will open in Internet Explorer's Excel HTML format.
- Return to this Excel spreadsheet.
- Click "Copy cr032 data" button in the Instruction tab or SWC Worksheet tab.

The remaining steps have not changed and are the same as the old version.

SWC All September 2020 - updated 09/03/2020

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