



Employees Deserve the Right Pay at the Right Time

- Employees deserve the right pay at the right time.
- Everyone shares responsibility for making it happen. Update records to reflect personnel actions such as hiring or promotions.
- Enter information correctly in the Time and Attendance Collection System. Employees should swipe their time badges, record their time, and submit all appropriate forms promptly.
- Delays in personnel action notifications or recording time and leave can result in employees not being paid correctly. This causes additional work to make it right through salary advances and adjustments.

Making sure employees get paid accurately and on time saves the extra work and expense of fixing mistakes.

And that's smart business.

Learn about timekeeping tools at the TACS Help Desk website: <http://blue.usps.gov/accounting/tacshelpdesk/>