



Request for Payment of Postmaster Replacement and/or RSC F Postmaster Changes

Postmaster Time and Attendance Information

Post Office, State, and ZIP + 4				Finance Number	Postmaster's SSN			Year	Pay Period	Week
Postmaster's Name	RSC	Level	LT	Postmaster's Authorized Work Week by Day in Hours and Hundredths	Sat	Mon	Tue	Wed	Thu	Fri

Complete the daily blocks any time the postmaster is absent from the office, a replacement is used, additional hours are worked, or if holiday week.

- 52 = (W)ork
- 53 = (O)vertime
- 55 = (A)nnual LV
- 56 = (S)ick LV
- 59 = (L)Part Day LWOP
- 60 = (L)Full Day LWOP
- 58 = (H)oliday
- 86 = (OL)Other LV
- 76 = Crossfoot

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
52	52	52	52	52	52	52
55	55	55	55	55	55	55
86 * *						

**If the postmaster is in a paid leave status for M-F, Saturday will be charged as Code 86 (Other Leave). Explain other leave, overtime, hours for meetings and/or training.

I CERTIFY that the above entries are correct.

(Signature)

(Date)

For PC-CTAPS Input Use Only -- Postmaster Weekly Totals

52	55	56	76	86		
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Postmaster Replacement Time and Attendance Information

Postmaster Replacement's Name				Postmaster Replacement's SSN	Year	Pay Period	Week
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
52	52	52	52	52	52	52	

I CERTIFY that this postmaster replacement has performed service and is entitled to payment for the hours shown.

(Signature of Postmaster or Postmaster's Replacement)

(Date)

For PC-CTAPS Input Use Only -- Postmaster Replacement Weekly Totals

52	76					
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