UNITED STATES POSTAL SERVICE™

PSDS EMR Items Transcript

TR Code	Employee I.D. (9)	D/A (3)	Level Step (4)	Pay Loc (3)	SDO Code (2)	HL SP (1)	Route/ FLSA (5)	SCH (1)	SPC (1)	INIT	Last Name	FON-LU (6)	SRF (2)	Transaction Verifications: TRANSACTION Entered	Transaction Verifications: TRANSACTION Verified	Transaction Verifications: EMR Numerical Corrected
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TR Code	Description	Necessary Entries	Additional Instructions
B1	**NEW HIRE**	All	Zero fill items left blank except space fill unused portion of name field
B2	**DELETE EMR**	Employee I.D.	
B3	**ITEM CHANGE**	Employee I.D., changed items	Hyphen fill items left blank
B4	**NAME CHANGE**	Employee I.D., new name	Space fill unused portion of name field

PS Form **1476**, March 1992