

USPS GATS INFORMAL PAYMENTS EDUCATIONAL USER GUIDE

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1 Before You Begin

This document has been created to provide a practical guide to the Supervisors of Collective Bargaining Units at the Postal Service who will authorize and pay informal grievance-related payments in the Grievance Arbitration and Tracking System (GATS).

It provides step-by-step instructions and screen prints that will guide you through the process of authorizing and paying informal payments.

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1.1 How to Use This Manual

In order to guide you practically through the transaction steps, this end user manual will refer often to screen windows and buttons. Below you will find examples of how these references are depicted:

Reference	Explanation	Example
Screen Names	Screen Names are depicted in italic font	<i>User Name</i>
Fields and Button	“Button” refers to a button displayed on the screen. Click the button to initiate an action. Individual keys, buttons and fields that users are instructed to use are italicized and highlighted in bold	Click the Next button
Checkbox	“Checkbox” refers to a square box displayed on the screen next to a field. Click the checkbox to select that field option or to clear an option	Field A <input type="checkbox"/> - option not selected Field B <input checked="" type="checkbox"/> - option selected
Radio Button	“Radio Button” refers to a circle displayed on the screen next to a field. Click the radio button to select that field or to clear an option. Radio buttons are usually used for “OR” type selections, i.e. either only field A or field B can be selected	Field A <input type="radio"/> - option not selected Field B <input checked="" type="radio"/> - option selected
Light Bulb	Tips & Tricks that are useful during the learning process and can also help during your work (only in User Guide)	
Stop Sign	Important remark or moment of reflection before proceeding (only in User Guide)	

2 Overview

The Grievance and Arbitration Tracking System (GATS) is used by the Postal Service’s management to locally authorize and process the payment of informal and grievance payments. GATS handles lump sum and hours-related payments for individual and class action settlements. GATS does this by:

1. Storing information about employees and their job assignments
2. Collecting information including adjustment/grievance type, incident date, issue description, involved parties, and settlement justification
3. Collecting payroll processing information including pay period, pay week and payment amount (lump sum) or number of hours at relevant pay rate (hours-related)
4. Capturing supervisor authorization of payment
5. Transmitting the pay information to the Payroll System for Payroll to process and issue the employee the correct amount of pay that they are due

GATS will also use all of this information to provide users with authorization and payment reports. The available report information includes the reporting period, performance cluster/installation name, union, informal adjustment/grievance number, incident date, craft code, issue description, payment amount, authorizing manager, payee name and payment date. These reports will help users review, track and assess the authorizations and payments in their respective areas.

In addition, GATS performs other related functions. GATS tracks the status of grievances through the grievance process and the scheduling of arbitration cases. GATS also provides statistical information required during collective bargaining.

GATS is a web-based system. Individual users access GATS through the Postal Service’s Intranet using a web browser (Internet Explorer).

2.1 Roles & Responsibilities

Role	Responsibility
Supervisor	The Supervisor of the Collective Bargaining Unit who enters the informal hours-related and lump sum decisions within GATS for authorization and payment. It is the Supervisor’s responsibility to authorize informal adjustments in GATS for the employees they directly supervise
GATS Coordinator	The Specialists who provide GATS administrative support to units in their designated area
Accounting Service Center (ASC) Payroll Processing Staff	The Payroll employees who oversee the payroll adjustment process at the Accounting Service Center
Field Finance Staff	The Finance staff who provide oversight and guidance for payroll-related activities, including supporting the resolution of payroll issues in their designated area

2.2 Key Terms

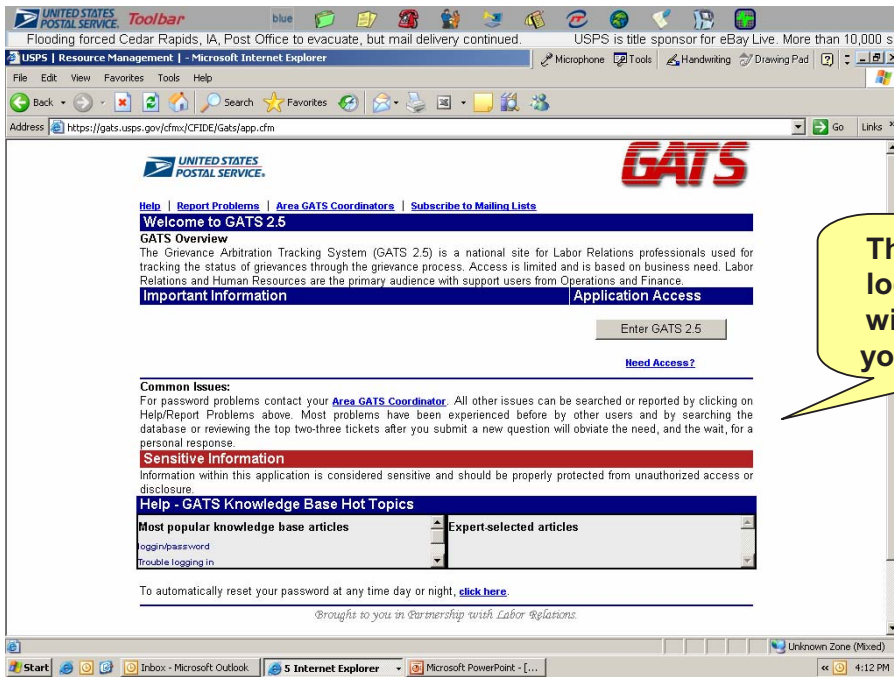
Key Term	Short Description
GATS	The Postal Service's national system for authorizing, paying and tracking informal adjustments and grievances (<i>Grievance and Arbitration Tracking System</i>)
APS	The Postal Service's payroll system for processing and paying employees (<i>Adjustment Processing System</i>)
Informal Payment	Informal settlement or initial step in the resolution procedure (e.g. Step 1, informal Step A). Settlement is the result of a resolution between the employee and the employee's immediate supervisor. The employee may be accompanied or represented by the employee's steward/union representative
Simple Hours-Related Payment	Informal payments paid at the relevant pay period hourly rate (50% premium, straight, overtime, penalty)
Lump Sum Adjustment	Lump sum payments for settlements (already processed electronically using GATS)
Complex Adjustment	Informal and grievance payments requiring manual review and processing at the ASC (i.e. Back Pay, Form 50 Change, Higher Level, Leave Change, Night Differential and Sunday Premium)

3 Accessing GATS

3.1 Access GATS

You may access GATS:

1. Directly by entering the address in your web browser: <https://gats.usps.gov/>
2. Through the intranet page <http://blue.usps.gov/lrinfo/> where the link to GATS will be displayed in the lower right corner under *Tools*



This is the GATS login screen that will appear when you access GATS

3.2 Log into GATS

The screenshot shows the GATS 2.5 application page in a Microsoft Internet Explorer browser window. The browser's address bar displays `https://gats.usps.gov/cfm/CFIDE/Gats/app.cfm`. The page header includes the United States Postal Service logo and the GATS logo. A navigation menu contains links for [Help](#), [Report Problems](#), [Area GATS Coordinators](#), and [Subscribe to Mailing Lists](#). The main content area features a blue banner with the text "Welcome to GATS 2.5" and "GATS Overview". Below this, there is a section for "Important Information" and a button labeled "Enter GATS 2.5". A yellow callout bubble with a pointer to the button contains the text: "To access GATS, click on the Enter GATS 2.5 Button". Other visible text includes "Application Access", "Need Access?", "Common Issues:", "Sensitive Information", and "Help - GATS Knowledge Base Hot Topics".

This screenshot shows the same GATS 2.5 application page as above, but with a login pop-up box overlaid. The pop-up box is titled "Connect to gats.usps.gov" and contains a "User name:" field with a dropdown menu, a "Password:" field, and a "Remember my password" checkbox. The "OK" button is circled in red. A yellow callout bubble with a pointer to the pop-up box contains the text: "Logon Pop-up Box will appear on screen". The background page content is partially obscured by the pop-up box.

3. Enter your User Name by clicking on the **User Name** Text Field and typing your assigned user name
4. Enter your Password by clicking on the **Password** Text Field and typing your assigned password. The password will be displayed with asterisks to ensure privacy
5. After entering your User Name and Password, click the **OK** Button to take you to the GATS home page. Please do not check **Remember my Password** Check Box because it will cause security authentication problems



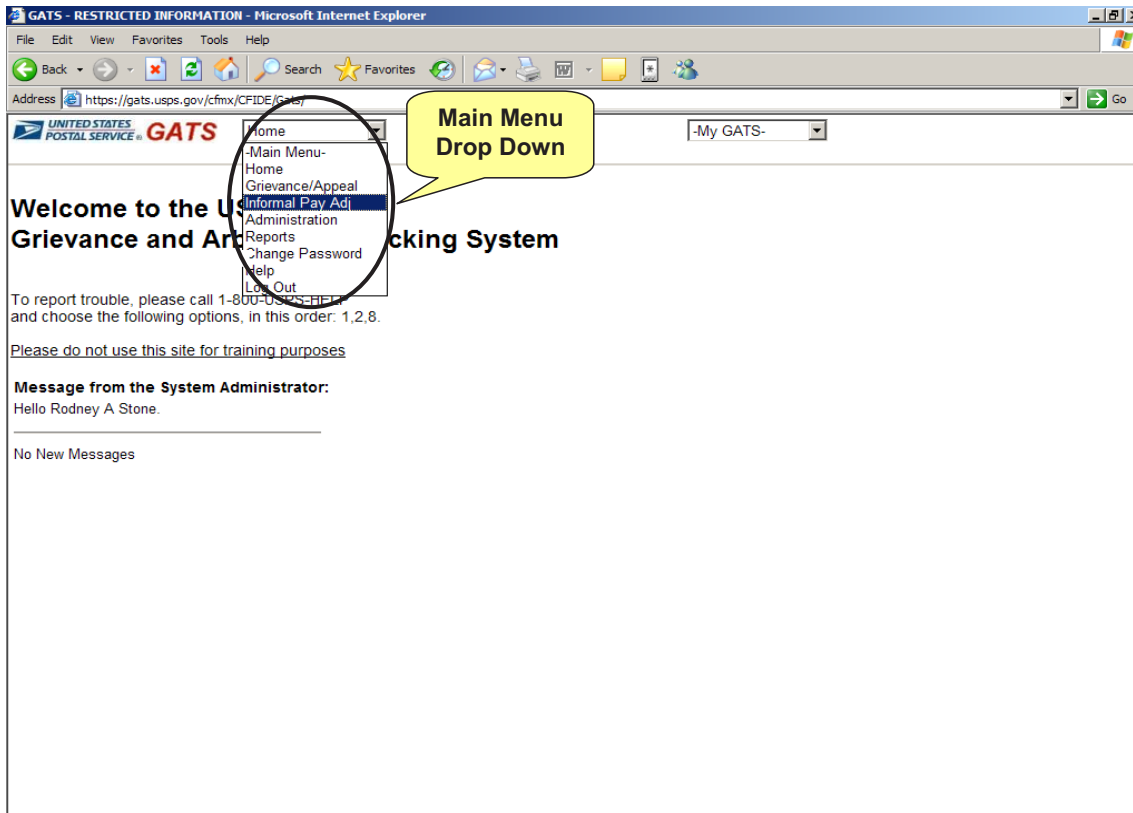
First Time Users: The first time you log into GATS you will have to reset your password. You will use the Postal Service's *ePasswordReset* to reset your password. On the GATS Login Screen, click on the [Click Here Link](#) located at the bottom center of the screen to access *ePassword Reset*



Forgotten or Expired Passwords: You may use *ePasswordReset* to reset your password. Click on the [Click Here Link](#) located at the bottom center of the screen to access *ePasswordReset*. Remember, the GATS Login Username and Password are case-sensitive

3.3 Homepage Navigation

Main Menu



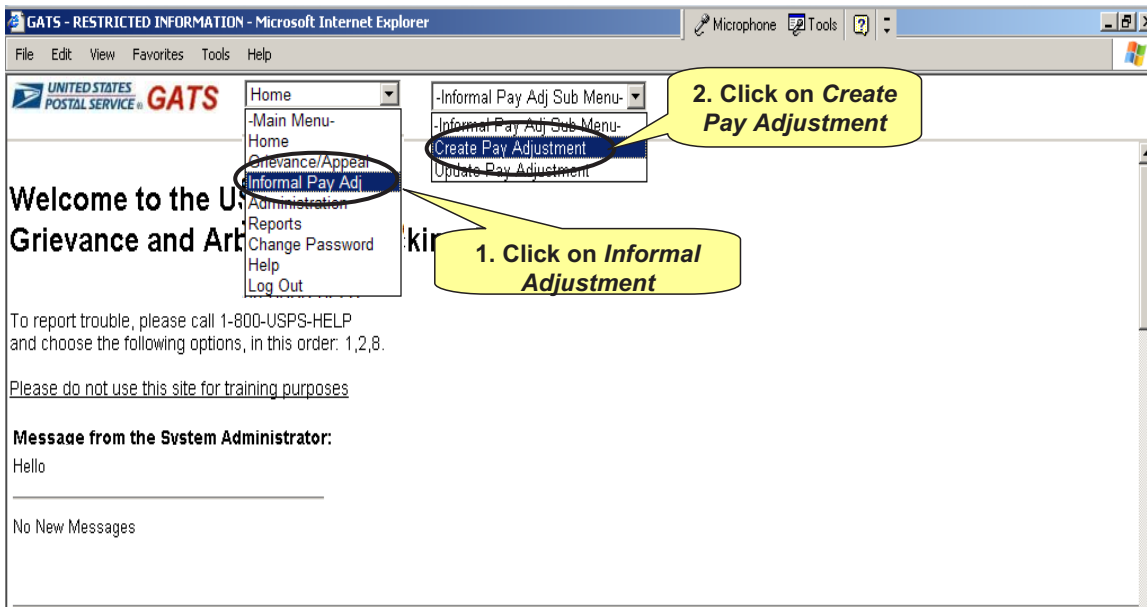
You can use the *Main Menu* to access all of your GATS-related activities (e.g. Informal Pay Adjustments, Reports and Help).

1. Click on the **Main Menu** Drop-Down Menu. Click on your selected activity from the drop-down menu to go to the activity's screen
2. For many of the activities, a second sub menu box may appear to the right of the *Main Menu*. Click on the sub menu box, and then click on your selected sub-activity from the drop-down menu to go to the sub-activity's screen (see subsequent sections for the details of these screens)

4 Creating Informal Payments

This section explains step-by-step how to create informal payments for individuals and groups. Once you complete this section and create your informal payment, you will then proceed to either Section 5 pg. 19 for hours-related informal payments or Section 6 pg. 28 for lump sum informal payments.

4.1 GATS Homepage



1. On the GATS homepage screen, click on the **Informal Pay Adj** from the *Main Menu*
2. The **Informal Pay Adj Sub Menu** will appear to the right of the *Main Menu*
3. Click on the **Informal Pay Adj Sub Menu**
4. Click on **Create Pay Adjustment** from the **Informal Pay Adj Sub Menu** and you will advance to the *Create Informal Authorization Screen*

4.2 Create Informal Authorization Screen

Incident Date:

Enter the Incident Date by clicking on the **Incident Date** Text Field and typing the incident date



The incident date is the date of the complaint or alleged violation. The date must be in the format mm/dd/yyyy (e.g. May 8, 2008 is entered 05/08/2008)

Steward Involvement:

Click on the appropriate radio button to answer the question “*Is this Adjustment a result of a resolution with a Union Steward and/or an Employee at Step 1 or Informal Step A?*”

- Click **Yes** if the Union Steward was involved in the resolution of the informal payment
- Click **Yes** if the Employee was involved in the resolution of the informal payment
- Click **No** if neither the Union Steward or Employee were involved in the resolution of the informal payment

Individual or Group:

Click on the appropriate radio button to answer the question “*Is This Adjustment for an Individual or a Group?*”

- Click **Individual** if you are creating an informal payment for one employee
- Click **Group** if you are creating an informal payment for more than one employee (one case that affects multiple employees)

See the *Individual or Group Adjustment Table* below for instructions on how to precede with individual verses group payments



Some of the information you will need to enter for *Individual* verses *Group* payments in GATS will be different. See the *Individual or Group Payment Table* in each sections of this Guide for specific instructions on entering individual verses group payments

Individual or Group Payments?

Employee Identification Number: If you have selected *Individual*, the **Employee ID** Text Field will appear on the bottom of the screen

If you know the Employee Identification Number:

1. Enter the Employee's ID by clicking on the **Employee ID** Text Field and typing the Employee ID
2. Click on the **Continue** Button to advance to the next screen

If you do not know the employee's Identification Number:

1. Click on **Search** Button
2. Enter the employee's finance number in the **Fin No** Text Field.
 - If you do not know the finance number, you may search for the finance number by entering the employee's state (mandatory), city and/or office in the appropriate text fields and clicking the **Find Finance No.** Button. A list of finance numbers will appear on the bottom of the screen. Click on the radio button of the correct finance number.
3. Enter the first and/or last name of the Employee in the **Last Name** and **First Name** Text Fields
4. Click on the **Find Employee ID** Button
5. A list of employees names will appear on the bottom of the screen
6. Click on the radio button of the correct employee
7. The employee's Identification Number will now be listed in the **Employee ID** Text Field
8. Click on the **Continue** Button to advance to the next screen

If you selected Individual

Enter or Search for Employee ID

Search for Employee ID by Finance Number (mandatory) and/or Employee Name

Employee ID: 01010101 Search

Search by State

*State: NY City: MENDON

Office: MENDON NY

Employee ID Search

*Fin No: 355210

Last Name: Franklin First Name: Ben

---> Search for Employee ID Results: Select Desired Record

	LAST NAME	FIRST NAME	MI	CRAFT	DES/ACT	PAY LOC
<input type="radio"/>	Adams	John	M	R - RURAL	780	000
<input checked="" type="radio"/>	Franklin	Ben	C	C - CLERK	410	000
<input type="radio"/>	Madison	Dolly	M	R - RURAL	710	000

Select correct employee using radio button

If you selected Group

Finance Number: If you have selected **Group**, the **Finance No.** Text Field will appear on the bottom of the screen

1. Enter the finance number by clicking on the **Finance No.** Text Field and typing the Finance Number
 - If you do not know the finance number, you may search for the finance number by clicking on the **Search for Finance Number** Button
 - Enter the state (mandatory), city and/or office in the appropriate text fields and click **Find Finance No.** Button
 - A list of finance numbers will appear on the bottom of the screen
 - Click on the radio button of the correct finance number
2. Click on the **Continue** Button to advance to the next screen

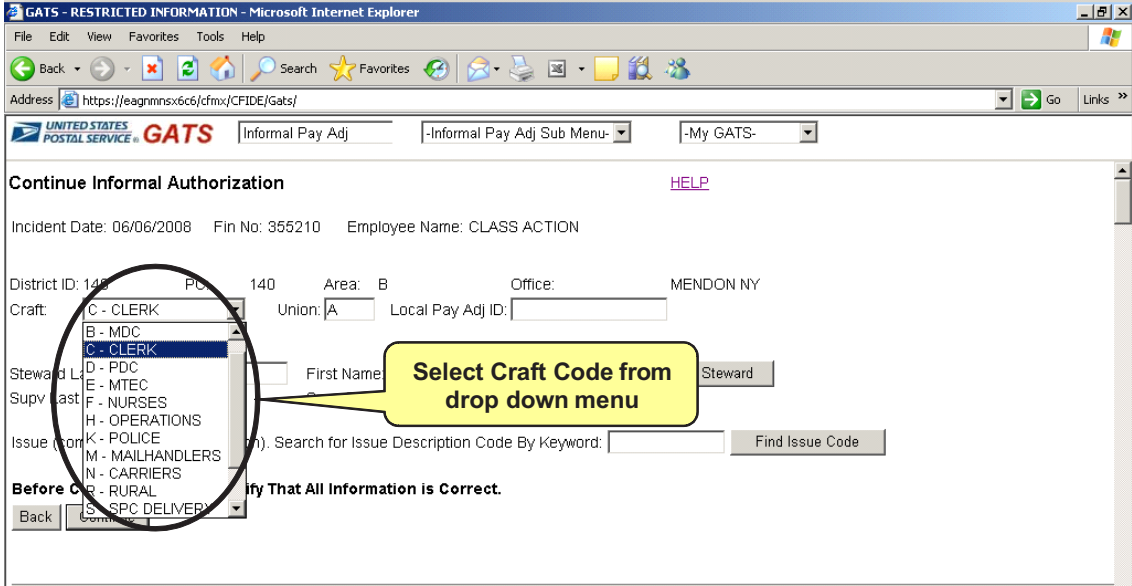
Enter or Search for Finance ID

Search for Finance ID by State (mandatory), City and Office

Select correct Finance ID using radio button

FIN NO	OFFICE	CITY	PC CODE	DISTRICT
C 250010	ACCORD NY	ACCORD	105	105

4.3 Continue Informal Authorization Screen

Individual or Group Payments?	
If you selected Individual	<p>No additional steps for individual adjustments</p> <p><i>Proceed to the Local Pay Adjustment Identification instructions below</i></p>
If you selected Group	<p>Craft Code:</p> <p>Enter the Craft by clicking on the Craft Drop Down Menu and selecting the correct craft code. The Union Text Box will be automatically populated with the correct Union Code</p>  <p><i>Proceed to the Local Pay Adjustment Identification instructions below</i></p>

Continue Informal Authorization [HELP](#)

Incident Date: 06/06/2008 Fin No: 355210 Employee Name: ROSALINE M CLANTON

District ID: 140 PC: 140 Area: B Office: MENDON NY
 Pay Loc: 000 Des/Act: 780 Occ Code: 232507XX
 Craft: R Union: R Contract Year: 2000 Local Pay Adj ID: 8978976

Steward Last Name: Washington First Name: Martha MI: C
 Supv Last Name: Pasenello Supv First Name: Kelly

Issue (complaint or alleged violation). Search for Issue Description Code By Keyword: Overtime

Before Continuing, Please Verify That All Information is Correct.

Local Pay Adjustment Identification:

Enter the Local Pay Adjustment Identification by clicking on the **Local Pay Adj ID** Text Field and typing the identification numbers/characters



The Local Pay Adjustment ID is the number as assigned by the union. If this number is not available, create a unique adjustment ID by using your initials and today's date (do not use the incident/violation date). *For example: vlb072308*

Steward:

Enter the Union Steward's Name by clicking on the **Last Name**, **First Name** and **MI** Text Fields and typing the Steward's last name, first name and middle initial in the correct fields

If you do not know the complete Steward's name, you can use the **Find Steward** Search Button. You may search by last name, first name, city and/or state

Supervisor Name:

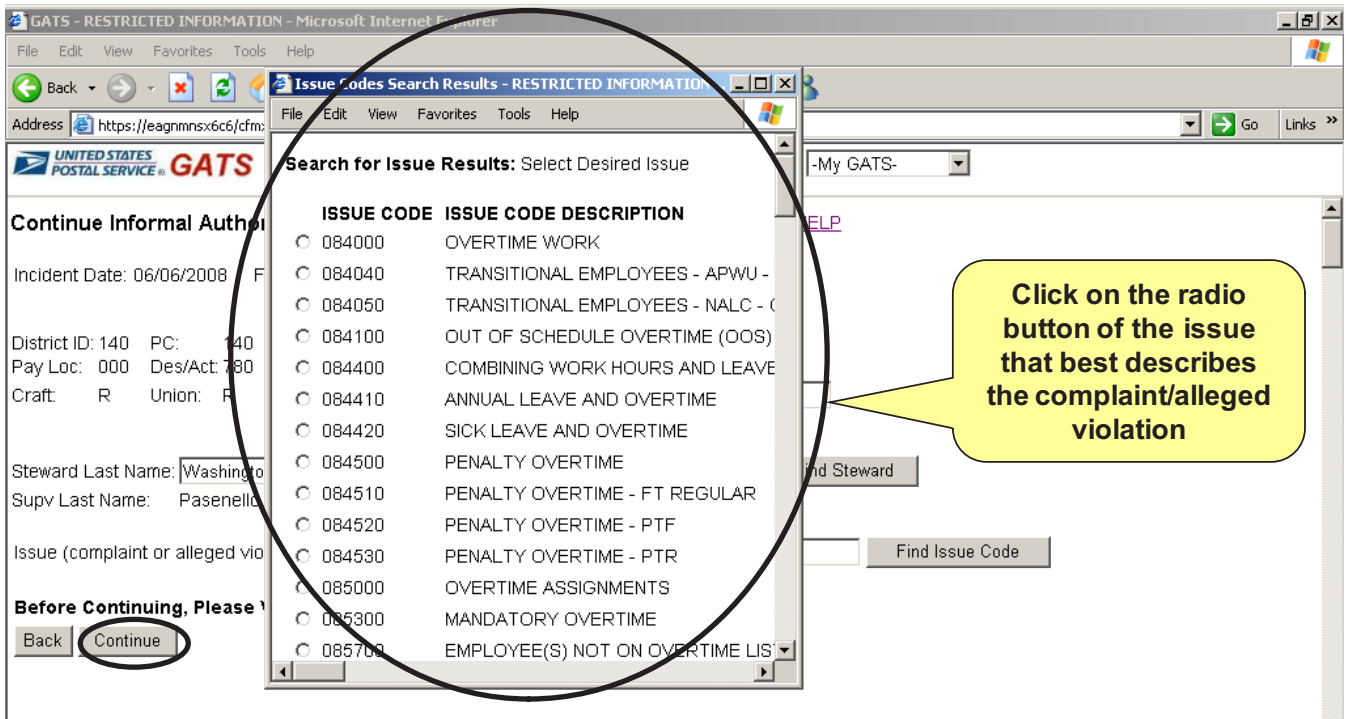
Your name will be automatically populated in the **Supv** Text Fields because you are the Supervisor authorizing the resolution and payment of the informal payment

Issue Description and Code:

The issue is the employee's/union steward's complaint or alleged violation which initiated the informal payment

1. Search for the correct Issue Description and Issue Code by entering a keyword in the **Issue Description** Text Box and clicking on the **Find Issue Code** Button
 - The issue Keyword is 1-2 words that describe the type of issue i.e. Overtime, Attendance, Vacation
2. A Large Pop-Up Box will appear on the screen with a list of relevant Issue Codes and Descriptions

3. Click on the radio button of the Issue Description that best describes the informal payment issue
4. The Issue Description and Code you selected will be stored within GATS



Continue:

Verify all of the information listed on the screen is correct, and if so, click on the **Continue** Button to advance to the next screen

4.4 Type of Compensation

Click the appropriate radio button to enter the adjustment type

- You will select the **Lump Sum** Button to process lump sum informal payments
- You will select the **Hours** Button to process hours-related informal payments



Complex informal payments require completion of external payment processes. Complex informal payments include Higher Level, Night Differential, Sunday Premium, Leave, Salary or Job Category Change, Backpay and Rural Employee Compensation

What Type of Compensation?

- A. Lump Sum
- B. Hours (Simple) - 50%, Straight, Overtime, or Penalty
- C. Hours (Complex) - Higher Level, Night Differential, Sunday Premium, or Leave
- D. Salary or Job Category Change - Form 50
- E. any combination of the above types B, C and D
- F. Backpay Hours - Hours greater than 80
- G. Rural Employee Compensation

< Back

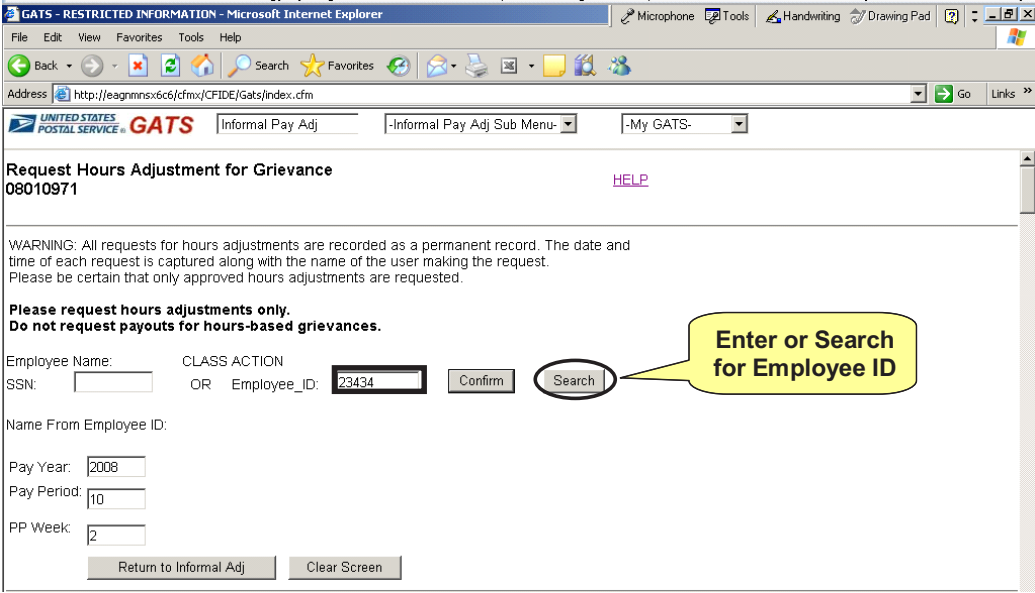


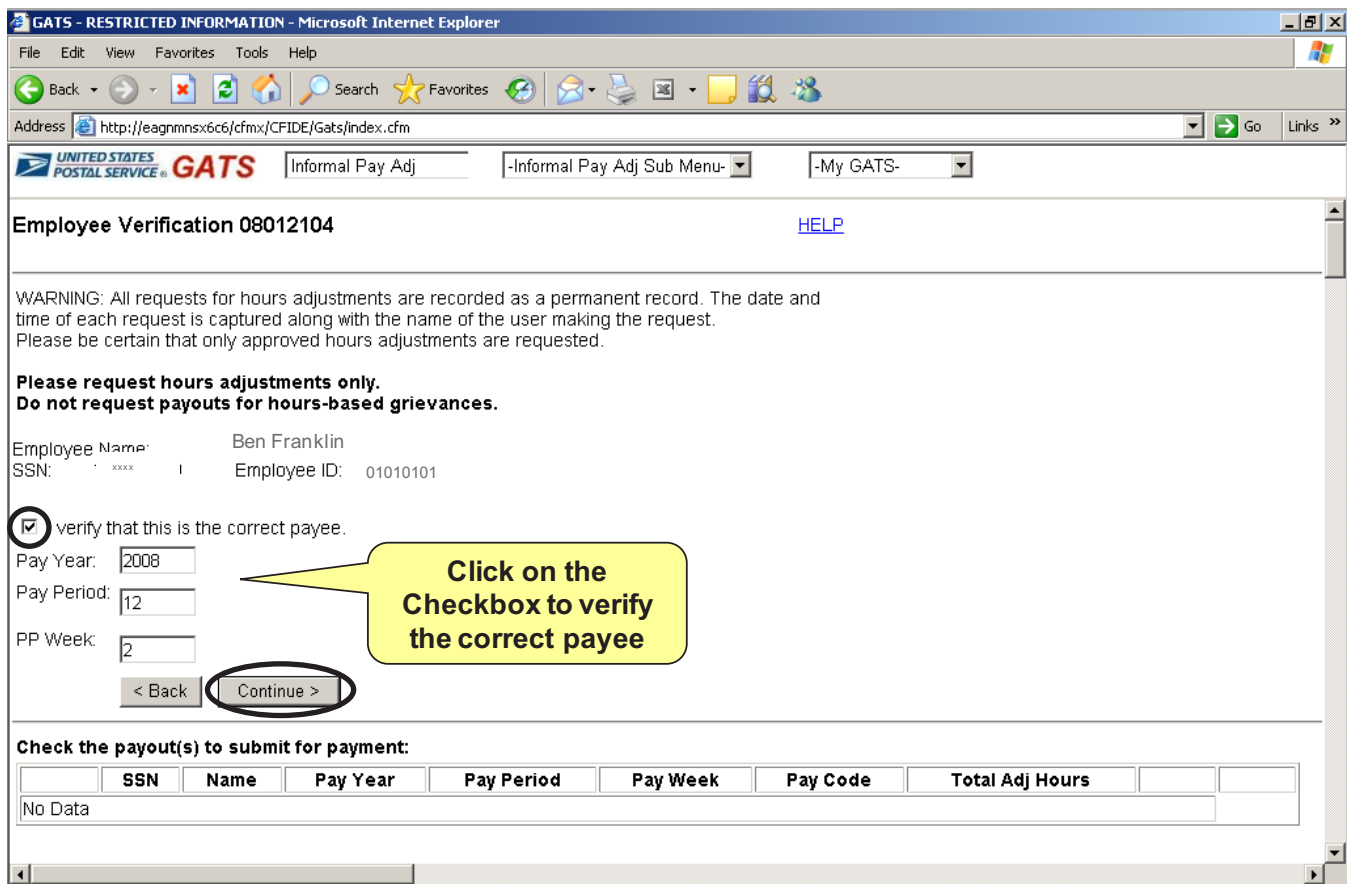
Upon completion of this section, you will proceed to either Section 5 pg. 19 for hours-related informal payments or Section 6 pg. 28 for lump sum informal payments

5 Creating Hours-Related Payments

This section explains step-by-step how to authorize and pay informal hours-related payments for individuals and groups. Hours-related payments are settlements paid at the relevant pay period hourly rate(s). For example, as the Supervisor, you may agree to pay your employee two hours at his/her overtime pay rate to resolve an overtime assignment issue at the informal step of the resolution process.

5.1 Employee Verification Screen

Individual or Group Payments?	
If you selected Individual	<p>Employee Verification for individual payments:</p> <p>Click on the I Verify that this is the correct payee Check Box to verify the <i>Employee Name</i> and <i>Employee ID</i> displayed on the screen is correct</p> <ul style="list-style-type: none">– If the Employee Name and/or Employee ID is not correct, click on the Back Button to return to the previous screen <p style="text-align: center;"><i>Proceed to the Verification of Pay Date instructions below</i></p>
If you selected Group	<p>Employee IDs for Group payments:</p>  <ol style="list-style-type: none">1. Enter the Employee ID for the first employee you will pay by clicking on the Employee ID Text Field and typing the Employee's ID<ul style="list-style-type: none">– If you do not know the employee's ID, you may search for the employee's ID by clicking on the Search Button2. Click on the Confirm Button <p>After you complete entering hours for this first employee on the next screen, you will then have the option to add additional(s) employees and their respective hours to the group adjustment (instructions to follow)</p> <p style="text-align: center;"><i>Proceed to the Verification of Pay Date instructions below</i></p>



Verification of Pay Date:

Verify the Pay Year, Pay Period and PP Week (pay period week) displayed on the screen is correct, and if so, click on the checkbox

- The Pay Year, Pay Period and PP Week are automatically populated based on the incident date you entered on the Create Informal Authorization Screen
- You will have the ability to enter additional hours for a different Pay Period Week and/or for a different employee (Group adjustment) on a subsequent screen

Continue:

Verify all of the information listed on the screen is correct, and if so, click on the **Continue** Button to advance to the next screen

5.2 Enter Hours Compensation Screen

Before You Begin



You will enter the number of hours for the applicable payment day(s) and applicable payment rate(s) in the orange-colored table displayed on the screen

The hours must be entered as whole hours and hundredths of units (HH.HH)

- Two hours should be entered as 2.00
- One hour and 45 minutes should be entered as 1.75
- 15 minutes should be entered as 0.25

You will select the following pay rates based on the informal settlement. The Pay Rates are listed vertically in the first column and the Pay Dates are listed horizontally in the first row of the table

- *50% Premium* - Half of employee's basic hourly rate (50%)
- *Straight Time* - Employee's basic hourly rate (100%)
- *Overtime* - Time and a half employee's basic hourly rate (150%)
- *Penalty Overtime* - Two times employee's basic hourly rate (200%) (no contractual provision in Mail Handler craft for Penalty OT)

You will only be able to enter hour amounts in the orange-shaded cells. The gray cells will automatically populate based on the information you enter in the orange cells.

Select All that Apply	Pay Days							Hours Totals	Total Weekly Hours by Pay Rate
	Sat	Sun	Mon	Tue	Wed	Thu	Fri		
50% Premium	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	}
Straight Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Penalty Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Hours entered as HH.HH

The number of hours you entered in the orange cells may not enter the Hours Code 38 and 39 in the gray cells. Hours Codes are used by Finance to categorize an employee's work and leave time for Payroll processing. Hours Code 38 equals extra 50% and Hours Code 39 equals extra straight time.

For example:

- 1 Hour of 50% Premium = 1 unit of Hours Code 38
- 1 Hour of Straight Time = 1 unit of Hours Code 39
- 1 Hour of Overtime = 1 unit of Hours Code 39 and 1 unit of Hours Code 38
- 1 Hour of Penalty Overtime = 2 units of Hours Code 39

PP14 PY2008 Week 2

Adjustment Code - 34

DAY

Total

Reason Code - 36	1	2	3	4	5	6	7	Hours
Hours Code - 38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hours Code - 39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Payroll Processing Information

Hours Amount:

1. Enter the hour amount by clicking on the orange cell for the applicable pay rate and pay day. Type the hour amount as whole hours and hundredths of units (HH.HH)
2. You may add additional hours for different pay rates and/or pay dates by clicking on the applicable orange cell(s) and enter the correct hour amount in the cell(s)
3. Once you have completed entering in all the hours for the relevant pay week, verify the information is correct on the screen
4. The total weekly hours for each applicable rate will be automatically populated in the Hours Total Column
5. The gray summary table at the bottom of the screen will be automatically populated with the payment amounts by applicable hour reason codes for Payroll processing. ***The number of hours you entered in the orange table may not equal the number of Hours Code 38 and 39 in the gray table at the bottom of the screen. This is okay!***

GATS - RESTRICTED INFORMATION - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://.../cfm/CFIDE/Gats/index.cfm

UNITED STATES POSTAL SERVICE **GATS** Informal Pay Adj -Informal Pay Adj Sub Menu -My GATS-

Enter Hours Compensation [HELP](#)

EMP ID: XXXXXX Ben Franklin

Select All that Apply

	Applicable Day(s)							Hours Totals
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
50% Premium	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Straight Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Penalty Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

For Payment Use Only

	DAY							Total Hours
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
PP12 PY2008 Week 2								
Adjustment Code - 34	1	2	3	4	5	6	7	
Reason Code - 36								
Hours Code - 38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hours Code - 39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

< Back **Continue >** [What are Hours Code 38 and 39?](#)

Enter Hour Amount(s) (HH.HH)

Continue:

Verify all of the information listed on the screen is correct, and if so, click on the **Continue** Button to advance to the next screen. You will have the ability to enter additional hours for a different Pay Period Week or an additional employee (Group adjustment) on the next screen

5.3 Authorize Payment Screen

Enter Hours for New Pay Period

List of Payouts

Written Rationale

Submit

	SSN	Name	Pay Year	Pay Period	Pay Week	Pay Code	Total Adj Hours		
<input checked="" type="checkbox"/>	***-**-****	Ben Franklin	2008	12	2	39	6.00	View/Edit	Remove
<input type="checkbox"/>	***-**-****	Ben Franklin	2008	12	2	38	6.00		

855 characters left Continue

Enter Hours for a New Pay Week or an Additional Employee:

If you need to enter additional hours for a different Pay Period Week or for an additional employee (Group adjustment), refer to *How to Enter Hours for a New Pay Week or an Additional Employee* table at the end of this section. If you have completed entering all hours for this adjustment, proceed to *List of Employee Payouts* Instructions below

List of Employee Payouts:

Check the payout(s) to submit for payment:

	SSN	Name	Pay Year	Pay Period	Pay Week	Pay Code	Total Adj Hours		
<input checked="" type="checkbox"/>	***-**-****	Ben Franklin	2008	12	2	39	6.00	View/Edit	Remove
<input type="checkbox"/>	***-**-****	Ben Franklin	2008	12	2	38	6.00		

Check the boxes of all the payouts you want to pay

Click to view, edit or remove checked payouts

1. All of the Payouts you have entered for this informal adjustment will be displayed by Pay Period Week in the *Employee Payouts* Table on the middle of the screen
2. Click on the check boxes of all the Employee Payouts you would like to approve for payment



You may click on the **View/Edit** Button to view or edit the payouts by pay period week. You may remove Employee Payout(s) by clicking on the appropriate Payout check box and then clicking the **Remove** Button. The selected payout will be eliminated from the informal payment record.

Written Rationale for Adjustment

Click on the Large Text Field to enter your reason for submitting the selected adjustments. See the *What Should I Include in My Written Rationale Statement* Table below an explanation of the rationale statement.

What Should I Include in My Written Rationale Statement?



The Rationale Statement is the justification for the informal payment. You must include a detailed statement of the issue/dispute and resulting decision including:

- Who
- What
- Why
- When
- Type of Payment (i.e. Hours, Lump Sum)

Example:

Ben Franklin will receive an hours payment for six hours of overtime, management neglected to solicit Ben Franklin for overtime on 6/6/2008.

Continue:

Verify all of the information listed on the screen is correct, and if so, click on the **Continue** Button to advance to the next screen

Adding Additional Hours to the Adjustment

If you need to add hours for a different pay week

(Individual or Group)

Adding Hours for New Pay Week

1. Click on the *I Verify that this is the correct payee* Check Box on the top of the screen
2. Enter the new Year, Pay Period and Week in the **Year, Pay Period and Pay Week** text fields.
3. Click on the **Enter Hours For a New Pay Week** Button
4. You will be taken to the *Enter Hours Compensation* screen with a new *Pay Week Table* for your to complete for the new pay week
5. Repeat the *Enter Hours Compensation* screen instructions listed in Section 5.2 pg. 21

You will continue to repeat these steps until all of the applicable pay weeks have been entered for the payment

If you need to add hours for an additional employee

(Group)

Adding Hours for an additional employee (Group only)

1. Click on the **Enter Hours for Different Employee** Button
2. You will be taken to the *Employee Verification* Screen for you to complete for the additional employee (i.e. enter employee ID).
3. Repeat the *Request Hours Adjustment* screen instructions listed in Section 4.4 of this User Guide for the additional employee. You will also need to complete the *Enter Hours Adjustment* Screen (Section 4.5) for the additional employee

You will continue to repeat these steps until all of the applicable pay weeks have been entered for the adjustment

5.4 Pre-authorization Decision and Payment Memorandum

1. The *Pre-Authorization Decision and Payment Memorandum* will appear on the screen. This document summarizes all of the information you have provided for this hours-related payment on all the preceding GATS screens.
2. Verify all the information displayed in the Memorandum is correct.
 - Upon submitting the adjustment for payment, GATS will retain an electronic record of the *Authorized Decision and Payment Memorandum* for documentation (see Section 5.5 pg. 2633 for more information).
 - You may click on the **Cancel** Button if you need to amend any of the information and/or you are not ready to authorize the adjustment for payment
3. Click the **Submit** Button to certify all of the information and authorize all of the listed payouts for payment.



By clicking *OK*, you are certifying that all of the information you have entered for this informal payment is accurately and appropriately reported to the best of your knowledge. All requests for payment are recorded as a permanent record including the date, time and authorizer of the payment request. Only approved payments are to be authorized in GATS

5.5 Decision and Payment Memorandum

Upon submitting the adjustment for payment, the *Decision and Payment Memorandum* will appear on the screen as a PDF document. This document will be retained electronically in GATS as the decision and payment authorization record. If desired, you have the ability to:

1. *Review Document:* Use the **Scroll Bar** on the right side of the screen to scroll through the entire document
2. *Print Document:* On the **File Menu**, click the **Print** Tab
3. *Save Document:* On the **File Menu**, click the **Save As** Tab. Remember to save your document to a folder you can locate on your computer (e.g. My Documents, My Computer)
4. *Email Document:* On the **File Menu**, click the **Send** Tab > **Page by E-mail** Tab. A Microsoft Outlook Message will open on your computer with your document attached as a PDF document
5. *Access Document at a Later Date in GATS:* See Section 7 pg. 33 for detailed instructions

5.6 Request Successfully Submitted

You may close or minimize the Memorandum PDF document on your computer screen. In GATS, You will have advanced to a new screen with “*Request successfully submitted*” on the top of the screen. You may view the informal adjustment/payment history from this screen by following the following steps:

1. Click on the **Show Hours Adjustment History** Button
2. Click on the **Show History Button** located within the Table on the screen
3. You will advance to the *Hours Adjustment History for Informal Adjustment* screen
4. Proceed to the Section 7 *View Adjustment and Payment History* to learn how to view payment details.

GATS - RESTRICTED INFORMATION - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://eagnnms6c6jcfmxjCFIDE/Gats/index.cfm

UNITED STATES POSTAL SERVICE **GATS** Informal Pay Adj -Informal Pay Adj Sub Menu -My GATS-

Request Hours Adjustment for Informal Adj 08011219

Request Successfully Submitted

Successful submission of the Informal Adjustment request

Show Hours Adjustment History

Click on the Show Hours Adjustment Button to view the Informal Adjustment request details

WARNING: All requests for hours adjustments are processed on a first-come, first-served basis. The time of each request is captured along with the name of the requester. Please be certain that only approved hours adjustments are requested.

Please request hours adjustments only. Do not request payouts for hours-based grievances.

Employee Name: Mickey Mouse
SSN: ***-**-**** Employee ID 01010101

I verify that this is the correct payee.

Pay Year: 2008
Pay Period: 12
PP Week: 2

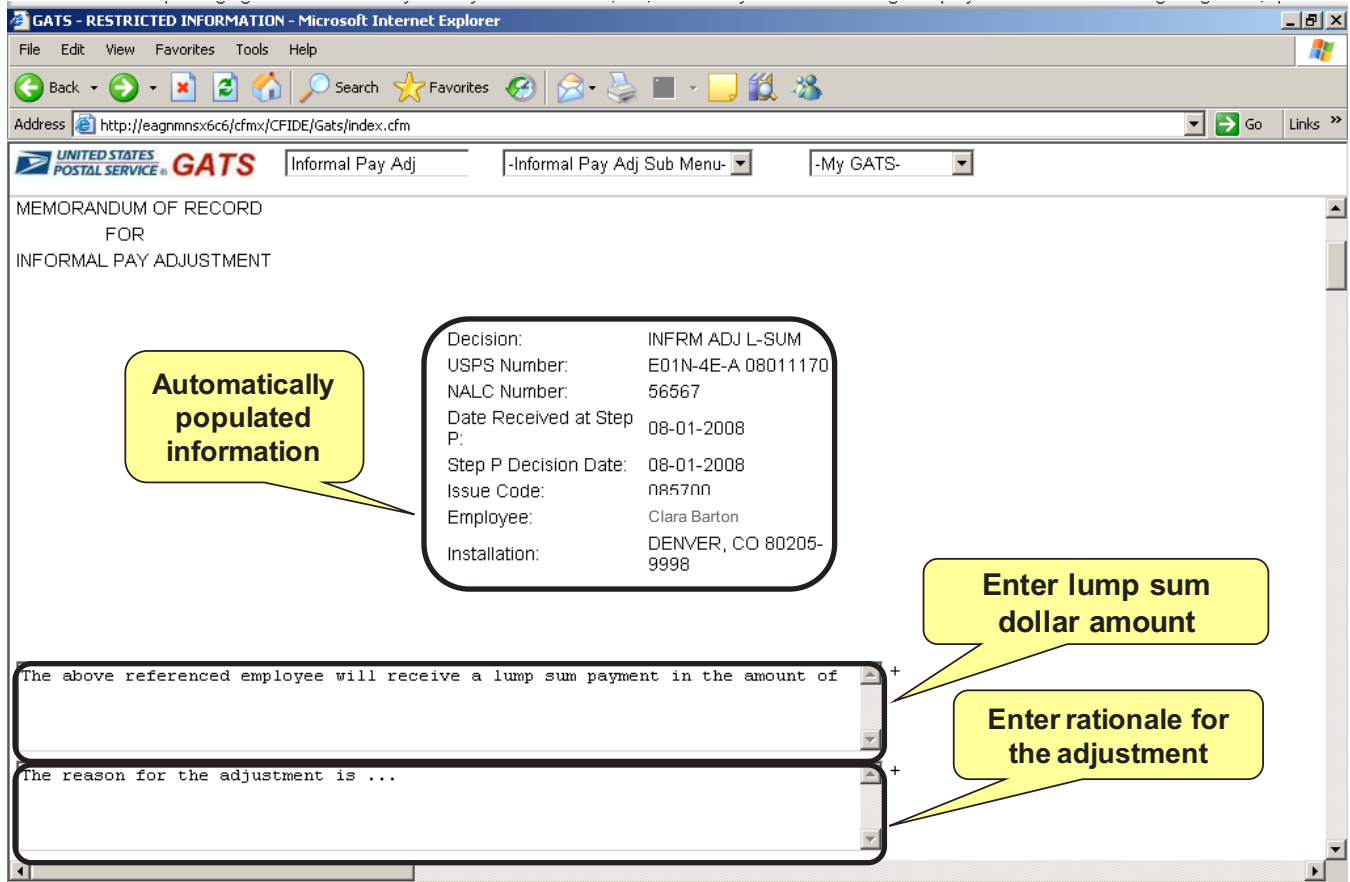
Return to Informal Adj Enter Hours For a New Pay Week

6 Creating Lump Sum Adjustments

This section explains step-by-step how to authorize and pay informal lump sum payments for individuals and groups. Lump sum payments are settlements paid based on a agreed upon lump sum amount.

6.1 Create Pay Adjustment Authorization Letter

You will create the *Memorandum of Record for Informal Pay Adjustment* on this screen. The memorandum template is generated on the screen with standard language



1. Verify the automatically populated information displayed on the screen. This information is based on the data you have provided on previous screens
2. The two large text boxes on the screen have standardized statements for you to complete by adding the specific details of your informal adjustment
3. Enter the name(s) of the lump sum dollar amount(s) and name(s) of the employees in the first large text box. For example:
 - For an individual lump sum payment: "Clara Barton will receive a lump sum payment in the amount of \$10.00."
 - For a group lump sum payment: "George Washington and John Adams will receive a lump sum payment in the amount of \$10.00. Abraham Lincoln will receive a lump sum amount in the amount of \$15.00."

4. Enter the reason for the adjustment in the second large text box including the detailed statement of the issue/dispute and resulting decision. See the “What Should I Include in My Written Rationale Statement” Table in the Authorize Payment Screen Section pg. 24 for instructions on creating your rationale statement
5. Click the **Save and Continue** Button

6.2 Pay Adjustment Letter History

Pay Adjustment Letter History

Adjustment Number: 08011173

View pay adjustment letter in format readable by screen-reader for the visually impaired.

Include Postal Logo at the top of the letter.

Create Date	Appeal Level/Process	Appeal Seq Number	Letter Source	Creator Name	Status				
08/04/2008	P/\$	1	GATS	PASENELLOK	Approved	Print/View	E-mail	Retract	Details

Return to Adjustment Create New Adjustment **Pay** < Back

You may Print, View, E-mail and/or Retract the Pay Adjustment Letter by clicking the appropriate button(s)

Click Pay Button to authorize the informal adjustment for payment

Click the **Pay** Button to authorize the informal adjustment for payment



You may Print/View, E-mail, and/or Retract the Pay Adjustment Letter by clicking the appropriate button(s) on the screen.

6.3 Request Payout for Adjustment

Individual or Group Payment?

If you
selected
Individual

GATS - RESTRICTED INFORMATION - Microsoft Internet Explorer

Address: http://eagnmnsx6c6/cfm/CFIDE/Gats/

UNITED STATES POSTAL SERVICE® GATS Informal Pay Adj -Informal Pay Adj Sub Menu- -My GATS-

Request Payout for Adjustment 08011173 [HELP](#)

WARNING: All requests for payment are recorded as a permanent record. The date and time of each request is captured along with the name of the user making the request. Please do not request payments are requested.

Please do not request payments for grievances.

Employee Name: [Redacted] Employee ID: 12345678

I verify that this is the correct payee.

Request Amount: 10.00

Verify Amount: 10.00

Pay Year: 2008

Pay Period: 16

Employee Verification:

Click on the **I Verify that this is the correct payee** Check Box to verify the *Employee Name* and *Employee ID* displayed on the screen is correct

Payment Amount:

1. Enter the dollar amount by clicking on the **Request Amount** Text Field and typing the dollar amount. Type the dollar amount as whole dollars and cents (*i.e. 10.00, 6.54*)
2. Verify the dollar amount by reentering the amount in the **Verify Amount** Text Field
3. The **Pay Year** and **Pay Period** are based on the incident date you entered on a previous screen. Do not edit the Pay Year or Pay Period dates on this screen

Payment Authorization:

Click the **Submit** Button to certify all the information and authorize the payout for payment. You will be taken to the *Request Successfully Submitted* Screen

Employee IDs for Group Adjustment:

Enter the Employee ID for the first employee you will pay by clicking on the **Employee ID** Text Field and typing the Employee's ID

- If you do not know the employee's ID, you may search for the employee's ID by clicking on the **Search** Button

1. Click on the **Confirm** Button

Payment Amount:

1. Enter the dollar amount by clicking on the **Request Amount** Text Field and typing the dollar amount. Type the dollar amount as whole dollars and cents (*i.e. 10.00, 6.54*)
2. Verify the dollar amount by reentering the amount in the **Verify Amount** Text Field
3. The **Pay Year** and **Pay Period** are based on the incident date you entered on a previous screen. Do not edit the Pay Year or Pay Period dates on this screen

Add Employee to Payee List:

1. Click the **Add to Payee List** Button
2. The **List of Employee Payouts for Class Action** Table will appear on the bottom of the screen. The name of the employee and dollar amount you just entered will be listed in the table
3. Repeat the above instructions for all of the employees to be paid for this informal group adjustment

Payment Verification:

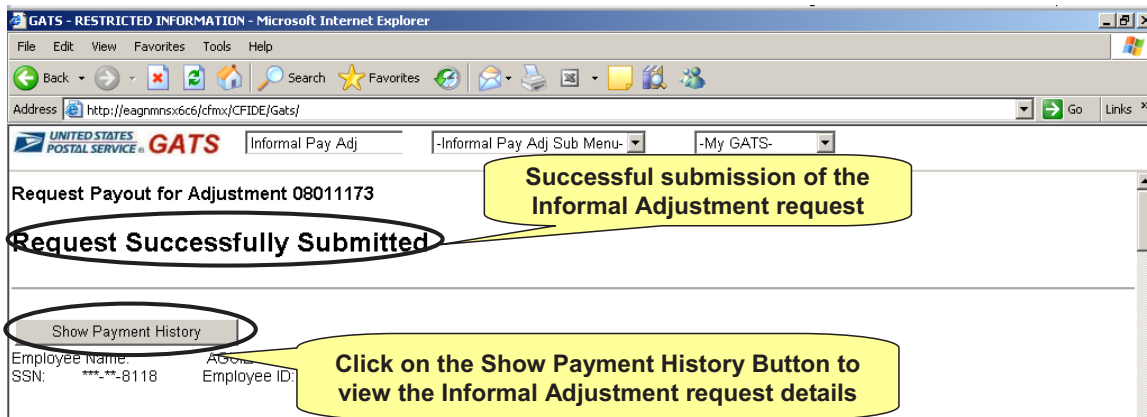
1. Once you have finished adding all the employees for this informal group adjustment, place a check in the box next to each employee's name
2. Click the **Submit** Button to certify all the information and authorize the payout for payment. You will be taken to the **Request Successfully Submitted** Screen

If you selected Group



By clicking the *Submit Selected* Button, you are certifying that all of the information you have entered for this adjustment is accurately and appropriately reported to the best of your knowledge. All requests for payment are recorded as a permanent record including the date, time and authorizer of the payment request. Only approved payments should be authorized in GATS

6.4 Request Successfully Submitted

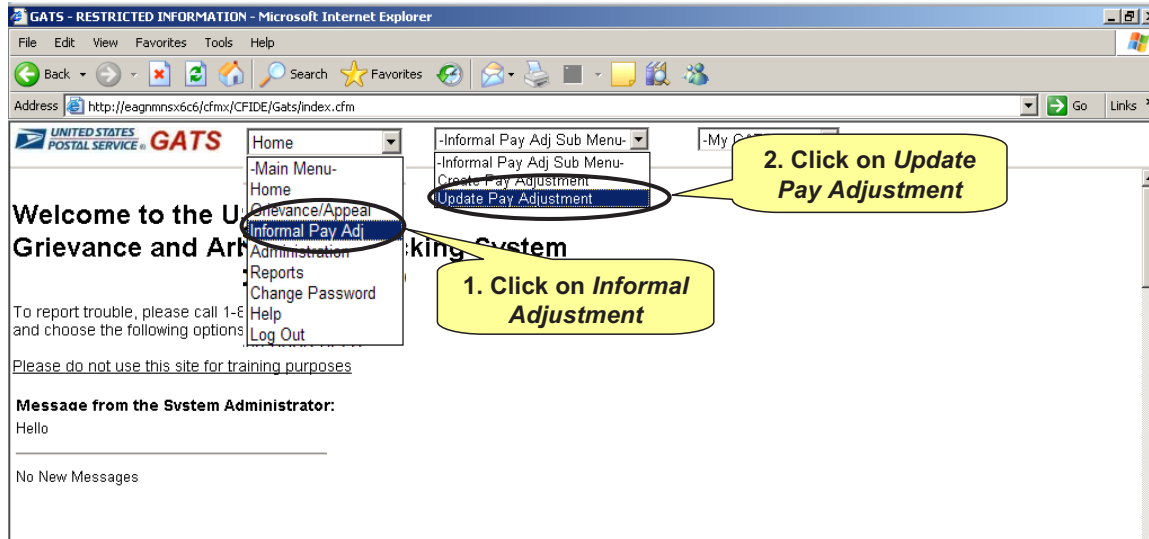


You will advance to a new screen with “*Request Successfully Submitted*” on the top of the screen. You may view the informal adjustment/payment history from this screen by following these steps:

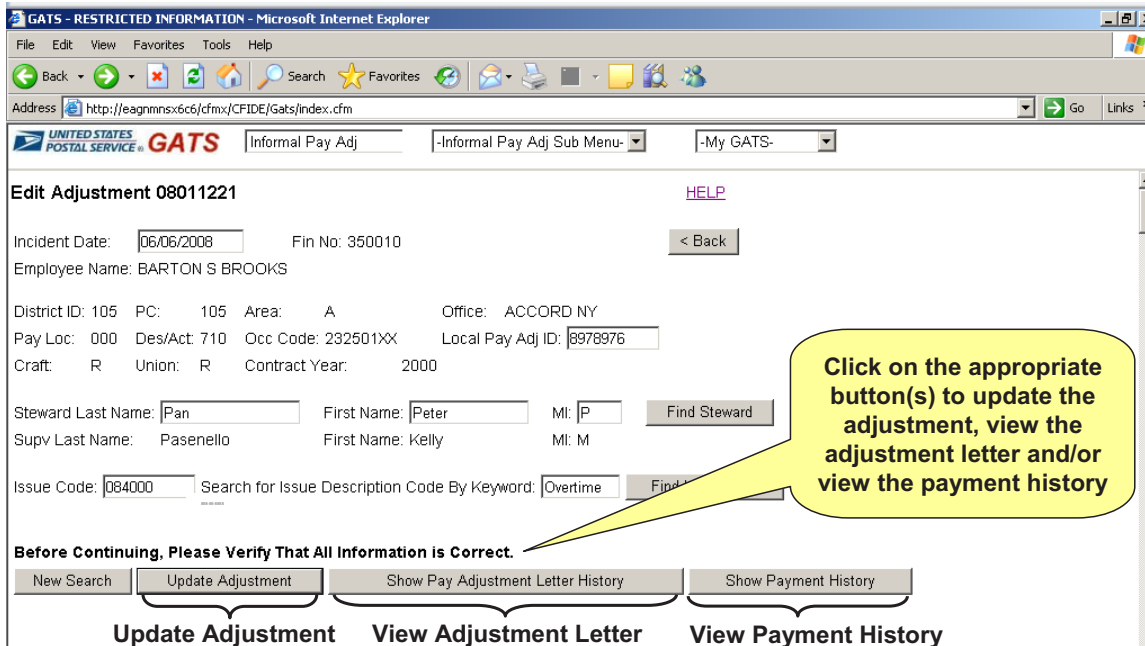
1. Click on the **Show Payment History** Button
2. Click on the **Show History** Button located within the Table on the screen
3. You will advance to the *Payout Request History for Adjustment* screen
4. Proceed to the Section 7 *Viewing & Updating Payment History* pg. 33 to learn how to view payment details

7 Viewing & Updating Payment History

This section explains how to view and update the informal payments you have submitted in GATS. You may update the history of an informal payment until it has been submitted to Payroll for processing. Once the payment has been submitted to Payroll, you will not be able to alter the payment history in GATS.



1. Log into GATS
2. You will be taken to the *GATS Homepage*
3. Click on the **Informal Pay Adj** from the *Main Menu*
4. The **Informal Pay Adj Sub Menu** will appear to the right of the *Main Menu*
5. Click on the **Informal Pay Adj Sub Menu**
6. Click on **Update Pay Adjustment** from the **Informal Pay Adj Sub Menu** and you will advance to the *Update Pay Adjustment Screen*
7. Enter the Adjustment Number by clicking on the **Adjustment No** Text Field and typing the Adjustment Number of the adjustment you would like to view/edit
 - If you do not know the Adjustment Number, enter all of the adjustment information you know in the appropriate text fields (i.e. Area, PC, District ID, Local Pay Adj Id, and Union) and click the **Find** button.
 - A list of adjustments will be generated based on the adjustment criteria you submitted
 - Click on the radio button of the correct adjustment
 - The **Adjustment No:** Text Box will be automatically populated with the adjustment you selected
8. Click on the **Submit** Button to advance to the *Edit Adjustment Screen*



On the *Edit Adjustment* Screen, you may perform the following activities:

Update Adjustment:

You may update the adjustment information including: Incident Date, Local Pay Adjustment Identification Number, Steward and Issue Code. Click on the appropriate text field(s) and enter the correct information. Once the adjustment has been updated, click on the ***Update Adjustment*** Button at the bottom of the screen

View Adjustment Letter:

You may view, print and/or email the adjustment letter. Click on the ***Show Pay Adjustment Letter History*** Button to be taken to the *Pay Adjustment Letter History* Screen. On the *Pay Adjustment Letter History* Screen, click on the appropriate button to print, view and/or email the pay letter

If the adjustment has not been transmitted to the Payroll interface for payment processing (new status), you will also have the option to retract the adjustment letter. By retracting the letter, you will delete all the adjustment requests associated with the letter. Click on the ***Show Pay Adjustment Letter History*** Button

View Payment History:

You may view the Payment history by clicking on the ***Show Payment History*** Button, and then the ***Show History*** Button located within the Table on the next screen. You will advance to the *Adjustment History for Informal Adjustment* screen. Two tables will be displayed on this screen: *New, Pending and Submitted Requests*, and *Paid and Errors from Finance*

The *New, Pending and Submitted Requests* table displays the payment details of all submitted payments for the informal adjustment. The first column of the table lists the status of the payment(s) as *New, Pending or Paid*

- *New*: Adjustment payment is pending; waiting for GATS to transmit payment request to Payroll interface on the 12th day of the 14th day pay cycle (Thursday before start of new

pay period). You may view the **Details** of the payment, **Delete** the payment and/or **Edit** the payment by clicking the appropriate buttons located in the far right column of the table

- **Pending:** Payment request sent to Payroll interface for processing; waiting payment. At this time, you may only view the **Details** of the payment. You may not make any changes or delete the payment request. Providing there are no other pay adjustments for the employee, the payment should be paid in the employee's next paycheck. If outstanding pay adjustments exist for the employee, the GATS payment adjustment will be paid in the next available paycheck with no existing adjustment requests
- **Paid:** Payment request has been paid. At this time, you may only view the **Details** of the payment

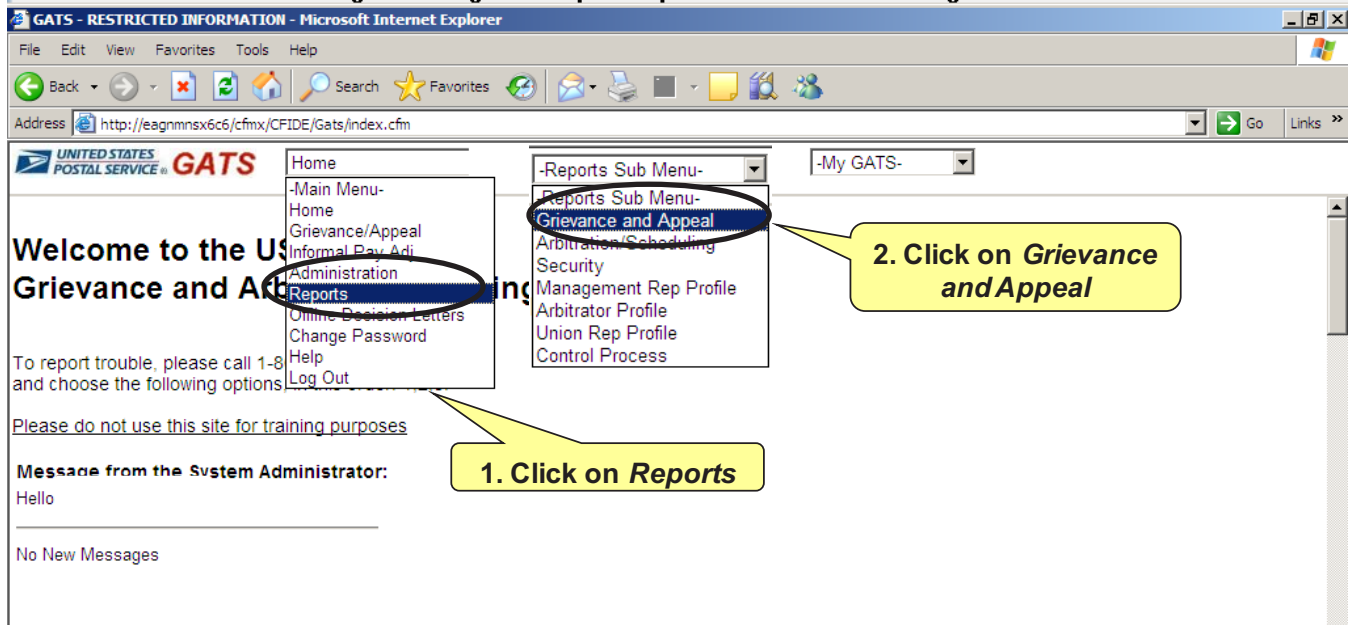
The **Paid and Errors from Finance** table displays submitted payments for the informal adjustment which were not successfully processed and paid. The payments in this table will have a status of **Error** and a single-character code indicating the nature of the error. See the **Payroll Errors** table below for the list of error codes, definitions and required actions.

Payroll Errors		
Code	Definition	Action
S	The Social Security Number (SSN) provided by GATS was not found on the payroll's Employee Master File	If you determine that the SSN is wrong, then you should update the grievant record with the correct SSN and submit a new payout request If you determine that the SSN is correct, but the employee is not currently employed by Postal, re-submit the payment by clicking the Resubmit button.
T	The Relevant Pay Period provided by GATS is after the termination date of the grievant	Submit a new request with the appropriate pay year and pay period
Y	The Relevant Pay Year or Relevant Pay Period provided by GATS is not valid	Submit a new request with the valid pay year and pay period
A	The amount requested by GATS is not valid	Submit a new request within the established payout limits For hours-related payments, no more than 40 hours per week may be submitted in GATS for Hours Code 38 or 39 (no more than 80 hours total for both Hours Codes)
N	The grievance number provided by GATS is invalid	Submit a new request for a legitimate grievance
E	The Relevant Pay Week provided by GATS already has payment history (Hours Code 38 and/or 39). <i>For hours-related adjustments only</i>	If you determine the Pay Week is wrong, submit a new request with the appropriate Pay Week If you determine the Payment is a duplicate, click the Cancel Button to cancel the payment If you determine the Pay Week is correct, re-submit

		the payment by clicking the Resubmit button
D	The payment is for a deceased employee	The payment will be processed but may take 2-4 months for the check to be issued. The check will be issued to the Installation Head of the deceased employee's last work location for distribution. <i>No further action is required within GATS.</i>

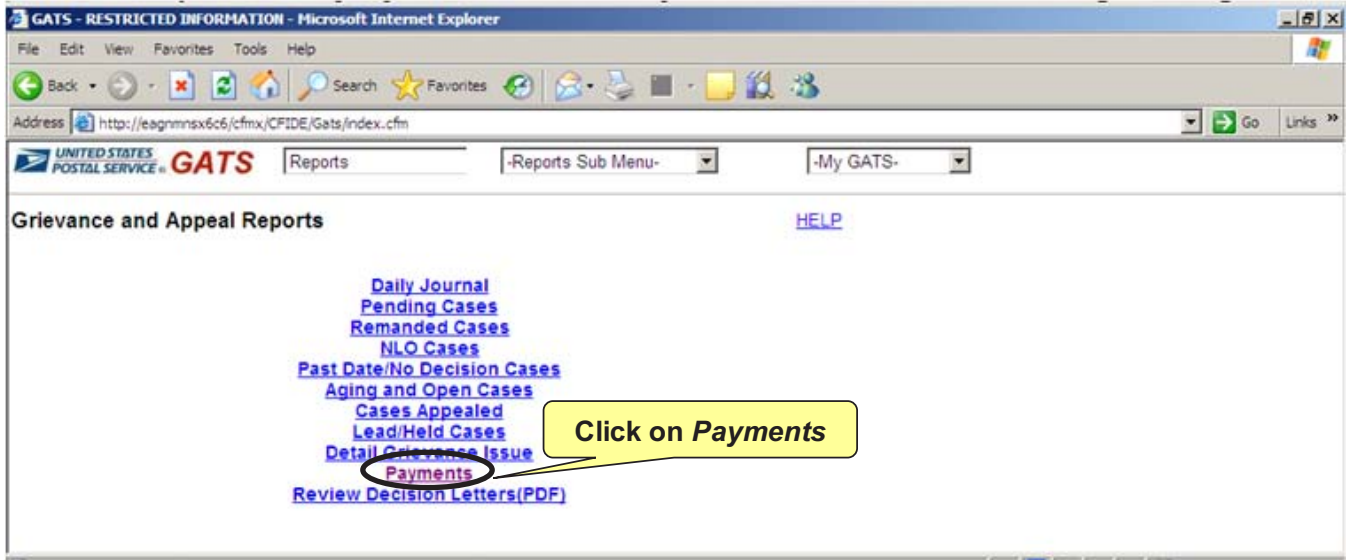
7.1 Creating GATS Reports

This section explains how to create GATS Reports. GATS reports enable users to view the payment details and statuses of all the informal adjustments authorized for payment (i.e. new, pending, paid, payroll error).

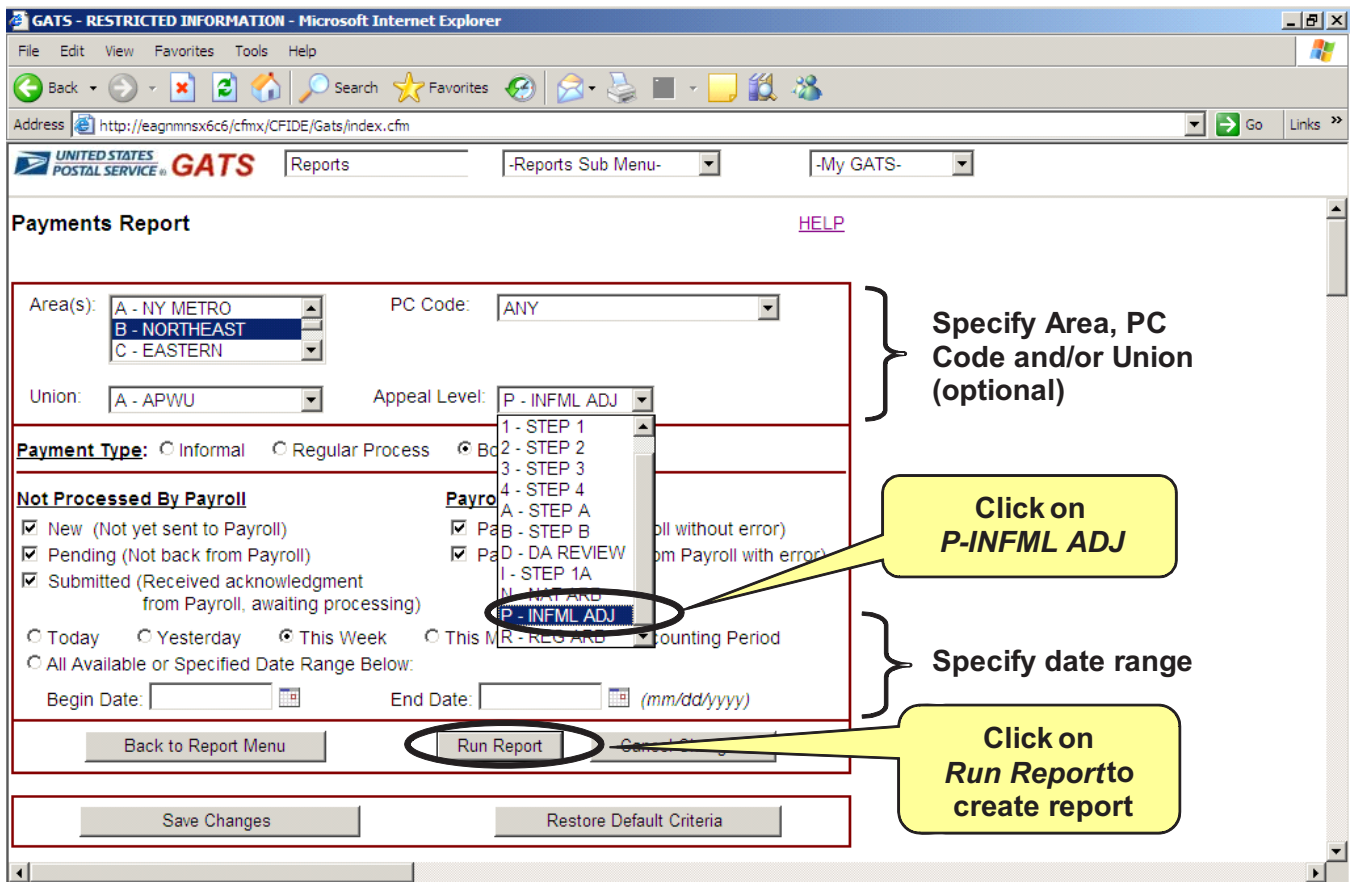


To create a GATS Report:

1. Click on the **Reports** from the *Main Menu*
2. The Reports Sub Menu will appear to the right of the *Main Menu*
3. Click on the *Reports Sub Menu*
4. Click on **Grievance and Appeal** from the *Reports Sub Menu* and you will advance to the Grievance and Appeal Reports Screen



5. Click on **Payments** on the Grievance and Appeal Reports Screen



6. Click on the *Appeal Level* Drop Down Menu
7. Click on **P-*INFML ADJ*** from the *Appeal Level* Drop Down Menu
8. Specify Area, Union and/or PC Code by clicking on the appropriate drop down menu (optional)

9. Specify the types of payments to include on the GATS Report i.e. New, Pending, Submitted, Paid, Payroll Error. Payroll Error is a payment that has not been paid due to a Payroll Error Code (see *Explanation of Payroll Errors* table at the end of this section for the description of the types of Payroll Errors)
10. Specify the date range by clicking on the appropriate radio button or typing the date range in the **Begin Date** and **End Date** Text Fields (mmdd/yyyy)
11. Click on the **Run Report** Button to create the GATS Report

8 Frequently Asked Questions

Where can I find additional assistance for GATS?

On the GATS Homepage, select the [Help](#) Link. You will be taken to the *Online Knowledge Base/Help Desk* for GATS. You will have the ability to search the knowledge base by keyword and/or submit a question/ticket to the Help Desk. For additional assistance, contact your local district GATS coordinator.

Can I process a back pay claim in GATS?

No. You may not process any action or payment in GATS that may affect the status of an employee and/or the potential retirement date of an employee. Back pay settlements are wage-related income, and therefore, subject to federal income tax withholdings and reported to the Internal Revenue Service (IRS) on IRS Form W-2, *Wage and Tax Statement*. Additionally the direct, hours back pay settlements, require complex computations and processing by the Payroll Services Branch of the Eagan ASC.

Can I process time and attendance related adjustments in GATS (i.e. failure to enter employee's time correctly)?

No. Only grievance-related adjustments are processed in GATS. All time and attendance-related adjustments must be processed in TACS AdjustPay. See the *Handbook F-21, Time and Attendance* for more information.