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Management Operating Data System

Reference

M-32

Document Category

Directive

Content

This document outlines policies for the Management Operating Data System (MODS) for the United States Postal Service, detailing how facilities should report workhours, volumes, and other data, with some flexibility for local needs and required approval for deviations.

Owner

Vice President, Processing Operations

Executive Leadership Team (ELT) Sponsor

Chief Processing and Distribution Officer

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Summary of Major Changes

This policy and its supporting procedures supersede the September 2022 edition of Handbook M-32, *Management Operating Data System (MODS)*.

Summary of Major Changes:

- Clarifies roles and responsibilities by defining the duties of postal performance clusters, area MODS coordinators, and Headquarters (HQ) MODS coordinators, ensuring clear accountability
- Ensures readability by using plain language in policy documents, improving accessibility for all employees and management
- Separates policy from procedures, identifying and addressing policy gaps, and consolidating procedural steps to avoid redundancy and ensure clear guidance for compliance

Availability

This document is available for Postal Service employees at <http://usps.servicenowservices.com/plms>.

Address questions about this policy to the owner.

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1 Purpose

M-32 governs the Management Operating Data System (MODS) national program.

MODS is a systematic approach to gathering, storing, and reporting workload, workhours, and machine utilization. The operational data is entered into MODS, compiled, and communicated in reports to Postal Service facilities for reporting mail processing activities and projecting workhours and mail volumes.

M-32 is to be used as a management record-keeping system and is a tool for management to track workhours, volumes, and other information to maintain the efficiency of the Postal Service. M-32 is not relevant to craft jurisdiction.

2 Scope

These policies apply to MODS and are relevant to Postal Service personnel involved in recording and reporting operational data, including workhours and mail volumes, across various postal facilities. This policy must be implemented during operational periods requiring data entry and reporting, ensuring consistent and accurate data management without specified exclusions unless particular sections of the policy indicate otherwise. Compliance with these policies is mandatory for the applicable personnel to maintain data integrity and support operational efficiency.

All United States Postal Service facilities utilizing the system must follow the policies in this document for volume, workhour reporting, and other data entry, except where otherwise specified. The MODS program has some flexibility and options to accommodate local needs. Any and all procedural variance(s) to this policy document must receive written approval by the Postal Service Processing Operations group.

3 Roles and Responsibilities

Role	Responsibility
<i>Chief Processing and Distribution Office (CPDO), HQ Processing Operations, HQ MODS Coordinator</i>	▪ Coordinates WebMODS changes or modifications with the Chief Data and Analytics Office, HQ MODS Program Manager ▪ Provides support for Division Operations ▪ Assigns operation numbers (OPNs) to work activities ▪ Develops and maintains the policies and procedures for the MODS program ▪ Provides training and resources for field offices and division offices ▪ Monitors and evaluates the effectiveness of the MODS program ▪ Assesses and analyzes MODS Program Review results to ensure compliance
<i>Chief Data and Analytics Office (CDAO), HQ MODS Program Manager</i>	▪ Manages the overall operation of the WebMODS application ▪ Oversees the design and technical management of WebMODS ▪ Provides support and training for Division Operations

Role	Responsibility
<i>Senior Director, Processing Operations</i>	▪ Holds overall responsibility for overseeing the MODS program and its implementation ▪ Ensures compliance with the guidelines and procedures outlined in the M-32 policy and M-32 procedure documents
<i>HQ Processing Operations, Division Support</i>	▪ Provides division oversight and support for the implementation of the MODS program ▪ Assists field offices and facilities with data entry, reporting, and troubleshooting
<i>Division Manager, Processing Operations</i>	▪ Coordinates program-related activities among HQ and processing facilities ▪ Provides detailed direction for accurately collecting MODS data
<i>Installation Head</i>	▪ Ensures compliance with data entry guidelines and reporting periods ▪ Manages the overall operation of the local MODS/WebMODS ▪ Assigns a local/site MODS coordinator ▪ Assembles an appropriate team to perform periodic reviews described in this policy
<i>Facility Processing Support</i>	▪ Accurately records and reports workhours, mail volumes, and other operational data ▪ Utilizes the MODS system to generate and analyze reports for local management ▪ Complies with all policies and procedures outlined in the M-32 policy and M-32 procedure documents ▪ Manages the local Total Pieces Handled (TPH) Flow Configuration table, updating it semi-annually or when significant operational changes occur ▪ Manages the local First Handling Piece (FHP) Flow Configuration table and updates the table annually or when significant operational changes occur ▪ Reviews WebMODS reports daily ▪ Provides local MODS training as needed
<i>Local MODS Coordinator</i>	▪ Configures volume data defaults for manual data entry ▪ Provides technical support and maintains the WebMODS application at the local level as the Site Administrator ▪ Implements necessary updates and changes as directed by HQ ▪ Validates data integrity as follows: 1. Accurate recording of volume in the proper OPN 2. Accurate recording of clock rings/workhours in the proper OPN 3. Verification that Time and Attendance Collection System (TACS) clock ring errors are corrected promptly 4. Accurate reporting/recording of mail during operational volume reviews and density analysis

Role	Responsibility
	5. Proper documentation and correction of data reporting errors: MODS exceptions, TACS interface, and WebEOR interface
<i>Distribution Operations at Postal Facilities / Customer Service Operations at Field Offices</i>	- Oversees daily operations and ensures compliance with recording and reporting standards - Confirms that the necessary information and signatures are present on manual worksheets, if applicable - Reviews volume reports daily for accuracy
<i>Finance Personnel</i>	- Selects appropriate finance numbers and manages the finance data entries in the system - Ensures accurate financial reporting and compliance with MODS guidelines

4 MODS Program

Operational data is reported by operation number (OPN), which is assigned to all of the following:

- Mail volume
- Workhours
- Performance by operation (i.e., work activities)

This policy document presents the overall program responsibilities for reporting data and maintaining and operating MODS.

4.1 Functions of MODS

The Postal Service uses MODS to collect operational data, generate reports, and transmit local data files daily to the Corporate Data Acquisition Service (CDAS), which then feeds Enterprise Data Warehouse (EDW) in Raleigh, NC. EDW provides a historical database for rolling 3 years for national monthly reporting requirements. MODS also feeds Mail Image Reporting Systems. MODS stores raw data and provides a historical database for national and local reporting, analysis, and tracking of mail processing activities.

WebMODS performs the following functions:

- Assigns each activity a standard 4-digit OPN. A facility may further define operations with a local unit (LU) code, a 2-digit number added to the OPN
- Uses a source type code combined with OPNs to identify the origin, type designation, class, unit of measure, and other mail characteristics
- Records mail volume by various methods
- Reports mail volume processed as FHP and projects manual subsequent handling pieces (SHP) using mailflow densities or actual pieces, except where noted
- Records and reports actual workhours and authorized overtime by OPN
- Provides optional planning of hours by labor distribution code and OPN

- g. Provides optional planning of FHP volumes by letters, flats, and parcels

4.2 MODS Reporting Periods

4.2.1 MODS Day

The MODS day in Function 1 facilities ends at 07:00, a time when the volume of mail on hand will be at its minimum. This cutoff time is designated to capture the lowest mail volume of the day. The Web End of Run (WebEOR) allows later cutoff times for carrier piece counts and delivery point sequence (DPS) for stations, branches, and associate offices. All times, except where noted, are local times.

4.2.2 MODS Tour

The MODS day is made up of three tours of 8 hours each. Tour II begins at the start of the MODS day, followed by Tour III, and ends with Tour I.

For example, if the MODS day begins at 07:00, tour times would be the following:

- Tour II – From 07:00 to 14:59
- Tour III – From 15:00 to 22:59
- Tour I – From 23:00 to 06:59

Workhours are reported by tour for all functional areas on the tour workhour reports.

4.2.3 MODS Week

The MODS week begins with Tour II, Saturday morning, and continues through Tour I on Friday night.

For example:

- a. The MODS week begins on Saturday Tour II at 07:00
- b. The MODS week ends Friday Tour I at 06:59

4.2.4 MODS Month

MODS monthly period begins with the start of the first MODS day of the month (always the first of the month) and ends with the last MODS day of the month. Refer to [Section 4.2.1, MODS Day](#) above for a description of a MODS day.

4.3 MODS Reports

MODS creates a variety of reports designed to provide management with data pertaining to mail processing, distribution, equipment, personnel efficiency, and productivity.

MODS data is also available in the EDW under the Network Operations Data Management 2 (NODM2) and Corporate Information System (CIS) folders.

Refer to the *WebMODS Coordinator Guidebook* for a detailed description of WebMODS reports. The guidebook describes reports such as the Auto Mech Report, Encode/Barcode Report, LDC 17 Report, Mail Processing Recap Report, Management Summary Report, and more. These reports are generated via WebMODS using the Generate Reports function.

4.4 MODS OPNs

Refer to the OPNs defined in Appendix A of M-32, *Management Operating Data System Procedure*, to accurately record volumes, workloads, and workhours.

4.5 First Handling Pieces

First handling pieces (FHP) record mail volume in the operation where it receives its first distribution handling.

4.5.1 WebEOR FHP Formula for Manual FHP

Manual FHP is calculated as a percentage of the volume from operations that flow mail to manual processes. This calculation is conducted at each MODS site by Division Operations support using EOR data. The compiled data is submitted to HQ for review. Once approved, the designated percentages are entered into EOR by HQ.

Data from each site will be used to calculate – for each mail level – the percentage of automation letter TPH that goes to manual operations.

4.5.2 Manual-to-Manual Flow Distribution

Important! Every site must maintain a local TPH flow configuration table or downflow matrix to receive credit for manual-to-manual operations.

WebMODS will calculate TPH for manual mail that flows from a manual operation. Sites must perform a density study to map the downflow of mail from manual operations.

The percentage of flow must then be entered into WebMODS Local TPH Configuration module.

4.5.3 Manual FHP in Non-Automated Sites

Most MODS sites use automated equipment to process mail, but certain sites do not have such equipment. Non-automated sites will use ring scanners. The scan data will flow to WebEOR and on to WebMODS.

4.5.4 Mail Not Included in FHP or TPH

FHP or TPH does not include the following:

- a. Loop mail, missent mail, or woodwork mail
- b. Backflows or reworks. Two examples of backflows and rework mail are as follows:
 - (1) Backflow – Mail missorted within a postal facility does not receive a piece handling credit; mail worked in OPN 0300 and missorted to OPN 0400 does not receive a piece handling credit when returned back to OPN 0300 for processing
 - (2) Rework – Mail that is missent to a postal facility and returned to the plant for processing does not receive a piece handling credit

4.6 Subsequent Handling Pieces and Total Piece Handling

4.6.1 Automated/Mechanized TPH

This performance information can be used to measure performance and efficiency.

4.6.2 WebEOR SHP

As mail enters a facility, it is not always possible to use a single sort program to sort the mail to the finest level. Primary operations provide mail entering a facility with its first sort. Mail that is not finalized in a primary operation must be processed in a later operation. Mail flows with these residue volumes of mail are called downflows.

Subsequent operations provide downflow mail with additional processing beyond the primary level. WebEOR keeps track of these downflow mailpieces, thus constituting SHP.

4.6.3 Workload Measurement MODS Credit

FHP is calculated in WebEOR. Opening unit workload is generated from MODS FHP based on survey data of opening unit operations. Percentages are developed based on mail opened and prepared for letter or flat FHP distribution. The percentages are in WebMODS in the Local FHP Flow Configuration backflow matrix. This backflow matrix will spread or auto-credit the opening units with workload based on FHP distribution operations volumes.

4.6.4 Conversion Rates

Volume in certain operations may be determined by linear measurement or by container measurement.

5 Workhours

For workhour recording policies, refer to F-21, *Time and Attendance*.

The following allied labor is charged to the distribution operation, and includes, but is not limited to, the following:

- a. Obtaining mail from staging areas
- b. Opening and dumping mail from sacks or containers
- c. Traying letters
- d. Loading ledges
- e. Sweeping processed mail from cases, tying out or loose packing, and dispatching of mail
- f. Moving mail to subsequent handling or staging areas
- g. Obtaining, handling, labeling, closing, and disposing of sacks or containers to dump holes, staging areas, and so forth
- h. Loading or unloading containers
- i. Processing letter or flat tie outs (bundles)
- j. Obtaining empty equipment for use in the operation and moving excess empty equipment, such as trays, tubs, containers, or sacks, to designated internal storage areas

- k. Recording and reporting missent mail received from other Post Offices, as required
- l. Examining and spreading empty sacks
- m. Labeling trays, placarding containers, setting up dispatch containers and other duties needed to process mail

When employees leave an operation for personal reasons, they remain on the clock in the operation where they are assigned.

Workhours must be reported in valid finance types and in valid OPNs only.

5.1 Workhour Reporting

MODS accumulates both straight and overtime workhours by OPN from all employees' clock rings. Executive and Administrative Schedule (EAS) exempt employees are typically not required to enter clock rings; their workhours are automatically accumulated by MODS based on the OPN assigned in the employee master file of TACS.

5.1.1 Valid Operations by Finance Type Facility

OPNs are assigned to specific facility/finance types. OPNs that are not valid for a specific facility are not available for activation in WebMODS.

5.1.2 Local Units

Local units appear on locally generated reports and are stored in WebMODS for 2 years.

5.2 Clock Ring Procedures

All employees must use correct clocking procedures to ensure that hours are recorded in the operation, local unit, finance type facility, and finance number where the work is performed.

5.2.1 Non-Transactor Reporting

Non-transactor forms must be used to document employee workhours when the hours are recorded manually:

- a. PS Form 1260, *Non-Transactor Card* – For an individual employee
- b. PS Form 1261, *Non-Transactor Report* – For multiple employees

The non-transactor forms may be used when:

- a. An employee misses a clock ring
- b. A hyper employee badge reader is not available

5.3 Specific Clocking Policies

5.3.1 Non-Exempt and Craft Employees

Non-exempt and craft employees must always be clocked into the operation where they are assigned.

5.3.2 Exempt Employees

EAS-exempt employees are typically not required to enter clock rings.

5.3.3 When Moving from One Operation to Another

If an employee moves from one operation to another, the employee must immediately clock into the new operation.

5.3.4 Stand-by Operations

Paid hours guaranteed by contractual agreements with the bargaining units that cannot be applied to performance of work must be recorded as nonproductive workhours using stand-by operations.

5.3.4.1 Definitions

Normally, stand-by time is used for unplanned, low-work-volume periods on a particular day or days, or unplanned events such as equipment or communication breakdowns. Other examples include idle time because of storms, power failures, and lack of work. Stand-by hours do not include nonproductive time for temporary equipment breakdowns of 10 minutes or less.

Stand-by operations are listed by OPNs specifically provided for recording nonproductive hours in M-32, *Management Operating Data System Procedure*, Section 5.4.3.2, *Stand-by OPNs*.

5.3.4.2 Applicability to Facilities

This policy applies to bargaining unit workhours in Function 1 processing facilities, in Function 2 installations, and in Function 4 retail units.

5.3.4.3 Responsibility

The Vice President, Processing Operations provides the policy direction and the reporting systems and OPNs for recording all types of workhours, including those for stand-by operations.

Field site managers and supervisors have responsibility for directing and ensuring the accurate recording of nonproductive hours.

5.3.4.4 Use of Stand-by Operations

Recording stand-by time is encouraged, when necessary, to accurately account for employee paid hours that cannot be used for productive work activity.

Stand-by operations are intended for short-term use in response to situations that are not likely to continue.

Field managers must monitor stand-by time use on an ongoing basis to ensure that staffing and scheduling match workload requirements and must adjust as necessary to minimize nonproductive time.

Regular use of stand-by time for groups of employees or at regular time periods, or frequent use of Article 7.2.C provisions in national agreements, indicates a need for staffing adjustments. In those situations, stand-by operations should be used as necessary while complying with contract notice periods related to employee schedule, category, or excessing changes.

5.3.4.5 Employees on Stand-by Operations

Employees who are directed to clock onto stand-by operations are “on the clock” and subject to the same direction, supervision, and work rules as when assigned to productive operations.

Employees on stand-by should remain in the work facility in an area removed from normal work activity, such as in a break or meeting room, cafeteria, or an area designated for stand-by use.

Employees must remain ready to assume normal work activities as needed and directed by supervisors.

5.3.5 MODS Overtime

MODS overtime hours are included in workhours and are reported separately for informational purposes. MODS does not distinguish between the following:

- a. Regular overtime from penalty overtime
- b. Out-of-schedule premium
- c. Supervisory extra straight time hours authorized

Penalty overtime, out-of-schedule premium, and a non-bargaining unit supervisor's over-40 hours are reported as overtime in MODS.

MODS overtime hours should be reconciled with paid overtime hours (National Workhour Reporting System).

6 MODS Program Review

6.1 Objectives

Each division must ensure that every MODS office conducts a MODS Program Review annually and whenever changes in operations or mail volume dictate. The review covers all phases and requirements of MODS and helps to determine the accuracy of MODS reporting procedures. The installation head is responsible for assembling an appropriate MODS Review Team to perform periodic reviews and surveys described in this policy.

MODS program reviews are administered by the division. Oversight will be provided by HQ Strategic Planning and Implementation under the VP of Processing Operations, including necessary training and support.

Digital results of the official MODS program review must be sent to Division Operations support. Division Operations support sends notification to the Headquarters MODS coordinator on the completion of each facility's MODS program review. Headquarters provides the format for reporting completed MODS program reviews to regional MODS coordinators. Each office may perform a self-review periodically to ensure that everyone is using proper procedures and collecting accurate information.

6.2 Review Requirements

The review lasts at least 1 week from MODS Tour II, Saturday, through MODS Tour I, Friday. On each tour, the team must observe operations for verification of manual volume recording process for at least 4 days. The team also must make time and attendance (T&A) checks for at least 3 days.

7 System Inputs and Computations – Workloads

For all distribution operations, piece handling will be credited only for the distribution of letters, flats, and parcels. Priority Mail service receives piece-handling credit in the operation where it is processed. Only designated and properly trained employees may record mail volumes.

7.1 Recording FHP

Record mail volume in the operation where it receives its first distribution handling – the FHP count.

7.1.1 Workload Center Units

Record workload units in WebMODS in valid non-distribution operations by piece or sack. A workload unit is the amount of work performed in indirect distribution operations.

7.1.2 Mixed Operations

In general, mail distribution operations handle only one type of mail. Operations that handle one or more mail types (i.e., letters, flats, and parcels) are mixed operations.

7.2 Recording Distribution Operations

Distribution operations sort mail to the following:

- Automated area distribution centers
- Area distribution centers
- States
- Sectional center facilities
- Cities
- Foreign countries
- Official mail
- Associate offices
- Stations
- Branches
- Carrier routes
- Holdouts (for example, firms, addresses, institutions, and boxes)
- Box sections
- ZIP Codes
- Uncoded mail
- Nixie
- APO, FPO, and others

Sortation by size, shape, weight, class, tray, bundles or facing is not a distribution.

7.3 Recording Workload Units

Record workload units for operations that perform indirect distribution of mail. Workload units, which vary from operation to operation, give indirect distribution operations a trackable measure of work.

7.3.1 Opening Unit/Mail Separation (1100)

The workload unit of measure is the piece count processed by the opening unit. Pieces are determined by percentage of FHP pieces from an opening unit to the first handling distribution operation.

- a. Reporting of workhours is required if workload is reported
- b. Volume worked is reported as non-add total pieces handled (NA TPH)
- c. Reporting of sacks, containers, or trays worked is not valid
- d. Volume is an auto credit in WebMODS

7.3.2 Pouching (1200, 1220)

For pouching operations (1200, 1220), the workload unit of measure is a sack, equivalent sack, or tray. Count all sacks or trays that require work effort in these operations as they enter the operation. Workload reporting is optional for these operations. Do *not* take credit for:

- a. Output from these operations – sacks pulled or containers unloaded
- b. Sacks or trays reworked within the same facility
- c. Dispatched sacks or trays that do not require processing in the opening pouching operations

7.3.3 Flat Mail Preparation Operations (0350)

The workload unit of measure is the piece count processed by the opening unit.

Workhour reporting is required.

7.3.4 Dispatch Unit Operations (1260)

Do *not* take credit for:

- a. Output from these operations – sacks pulled or containers unloaded
- b. Sacks or trays reworked within the same facility
- c. Dispatched sacks or trays that do not require processing in the opening pouching operations

7.3.5 Manual Sortation Sack/Outsides (2350)

Do not take credit for subsequent sorts or sorts done on the platform as a part of the vehicle unloading process. Where possible, use electromechanical devices, such as photocell counters, for piece counting. Workload units are recorded through manual sacks and outsides count.

7.4 Requirements

Distribution operation mail flow densities are required for local managers to determine how many cases and personnel are required to distribute the mail. These densities are locally determined and must be based on sound statistical sampling or actual mail counts. MODS requires the combined percentage of mail flowing to each downstream operation; it does not require a detailed density by individual separation or bin. MODS does not provide piece handling credit for reworks; therefore, only positive mail flows are valid.

7.5 Updates

The installation head or designee approves changes and updates to mail flow densities either every 6 months, or earlier if there is a significant change in the mail flow pattern.

7.6 Maintaining Accuracy

These sampling, distribution, counting, and calculation tasks should be closely supervised to ensure that:

- a. Samples are truly representative
- b. Accuracy is maintained throughout the procedure

7.7 Determining Mail Flow Density Projections

The Processing Support personnel determine the mail flow density projections and manage the following:

- a. Proper use of instructional materials
- b. Training and monitoring of data collectors
- c. Quality of the projections established
- d. Documentation of the task results
- e. Ensuring total percentages do not exceed 100 percent

7.8 Scheduling the Sampling

The sampling should take place on Tuesdays, Wednesdays, and Thursdays of weeks that are not subject to unusual mailings (for instance, holidays, month-ends, and elections). Take one sample per day that represents the mail processed during the normal working period for the operation studied.

7.9 Summarizing the Daily Samples

At the end of the sampling period, summarize the daily samples and post the required information on a spreadsheet.

7.10 Mail Flow Density Calculation

The total of the percentages may not exceed 100 percent.

7.11 Required and Valid Densities

Manual mail flow densities are required for all primaries if a site has automated letter processing or automated/mechanized flat processing.

7.12 WebMODS Mail Flow Density Review

Sites must review the Local TPH Flow Configuration and Local Flow Final Report tables in WebMODS.

7.13 Local FHP Flow Configuration

7.13.1 Requirements

Opening unit operations backflow percentages are required for local managers to determine the personnel required to open and prepare mail for a distribution operation. These percentages are locally determined and must be based on actual mail counts.

A Local FHP Flow Configuration table is required for an opening unit operation if workhours are accumulated for the operation.

7.13.2 Updates

The installation head or designee approves changes and updates to Local FHP Flow Configuration percentages annually, or earlier if there is a significant change in the mail flow pattern.

7.13.2.1 Survey Requirements

Requirements are the following:

- a. The survey must be completed once a year
- b. A 3-day survey must be completed (Tuesday through Thursday)
- c. The survey must be conducted by the date established by Headquarters
- d. Results of the survey must be approved by the installation head and submitted to the division MODS coordinator
- e. The division MODS coordinator must validate survey results and submit them to Headquarters
- f. Count FHP volume only
- g. Do not count incoming second pass (DPS or SECSEG)

7.13.3 Maintaining Accuracy

The survey tasks should be closely supervised to ensure the following:

- a. All opening unit operations are surveyed
- b. Accuracy is maintained throughout the survey

7.13.4 Determining Local FHP Flow Configuration Percentages

The Processing Operations support personnel determine the Local FHP Flow percentages and manage the following:

- a. Proper use of instructional materials
- b. Training and monitoring of data collectors
- c. Quality of the percentages established
- d. Documentation of the task results

7.13.5 Scheduling the Survey

The survey should take place on Tuesdays, Wednesdays, and Thursdays of weeks that are not subject to unusual mailings, holidays, or other end-of-the-month impacts.

7.13.6 Summarizing the Daily Surveys

Use forms provided in the Local FHP Flow Configuration user guide. At the end of the survey period, summarize the daily survey and post the required information in a worksheet provided with the Local FHP Flow Configuration user guide.

7.14 Manual FHP Flow Requirements

Manual FHP flow percentages are required for local managers to determine the personnel required to open and prepare mail for a distribution operation. These percentages are locally determined and must be based on actual mail counts.

WebEOR manual FHP flow percentages are required for valid FHP manual letter or flat distribution operations.

7.14.1 Updates

The installation head or designee approves changes and updates to WebEOR FHP flow percentages annually, or earlier if there is a significant change in the mail flow pattern.

7.14.2 Manual FHP Flow Percentage Calculation

Division MODS Coordinators are required to calculate and input the percentages into WebEOR. HQ Strategic Planning and Implementation under the VP of Processing Operations will review and verify the manual mail processing flow inputs. If it is determined that the flow percentages are valid, then they will be approved.

7.14.3 Required Valid Percentages

Manual FHP flow percentages are required for OPNs that are utilized by the site. WebMODS rejects any OPN not activated or listed in M-32, *Management Operating Data System Procedure*, Appendix A.

7.15 WebMODS Administration

At the local level, only the site system administrator has access to these functions:

- View Finance Number Configuration
- Local TPH Flow Configuration
- Local Oper/LU Configuration
- Change Site Alias
- Default Data Entry Operations

7.16 Reassigning Workhours

Supervisors are advised that all clock rings must be corrected in TACS prior to the weekly TACS closeout. Improperly corrected hours will default, and possible volume data will be lost if the OPNs are not valid in WebMODS.

8 WebMODS Reports

The *MODS Coordinator Guidebook* provides comprehensive information about generating a variety of WebMODS reports. These reports are crucial for postal facility management at all levels, providing valuable data on mail processing, distribution, equipment utilization, personnel efficiency, and overall productivity.

Specifically, the *MODS Coordinator Guidebook* outlines procedures to generate various WebMODS reports, including finance number groupings, administration reports, and historical data reports. Different types of reports serve specific purposes, like tracking manual data entries, reviewing mail volume, and analyzing workhours and overtime by OPN, helping management make informed decisions to enhance the efficiency and productivity of postal operations.

9 Related Documents

- M-32, *Management Operating Data System Procedure*
- *MODS Coordinator Guidebook*
- *Employee and Labor Relations Manual (ELM)*
- F-2, *Functional Management Policy*
- F-2, *Functional Management Procedures*
- F-21, *Time and Attendance*