

ACCOUNTING SERVICE CENTER



July 8, 2010

SUBJECT: RETURN OF PS FORM 2240/2240R/2240RA LUMP SUM
PAYMENT FOR ENTRY INTO THE GATS SYSTEM

DISTRICT TACS MANAGER

The enclosed PS Forms 2240/2240R/2240RA received by the Eagan Payroll Department through the Scanning and Imaging Center are being returned to you per Headquarters directive effective June 25, 2007.

Effective June 25, 2007 all lump sum grievance settlements previously submitted on PS Form 2240/2240R/2240RA, Pay Leave or Other Hours Adjustment Request, to the SIC for processing by the Eagan ASC should now be processed using the Grievance Arbitration Tracking System, (GATS).

Headquarters has designated the District TACS Manager as the Field representative to coordinate the redistribution/ resubmission of the returned 2240's from the Eagan ASC.

GATS offers the Postal Service greater accountability, and may be used to make payments for lump sum grievance settlements up to \$100,000.00. It is a web based software product that was originally designed for use by our Labor Relations Staff.

For your convenience the following address contains a listing of the Area Gats Coordinators: <https://gats.usps.gov/cfm/CFIDE/gats/coordinators.cfm> should you need additional assistance.

BY:
Payroll Operations/Benefits Branch
USPS-Eagan Accounting Center