

KNOWLEDGE IS POWER

K.I.P. CLIPS

EFFECTIVE SERVICE COMMITTEE

Pay Attention

Executive and management employees who use Payroll Net-To-Bank — the system that sends their pay directly to their bank accounts — can now view and print their earnings statements online.

The new service is available on LiteBlue, where ePayroll will begin storing earnings statements for the latest 13 months, or 29 pay periods, online.

Executive and management employees who receive a printed payroll check will not have the ability to check their earnings online. They will continue to

receive their earnings statements and their payroll checks at their work location. USPS will continue to mail hardcopy earnings statements to each employee's address of record.

Employees can access ePayroll with their Employee ID and USPS PIN by logging on LiteBlue from home or work, scrolling to the Employee Self Service section and clicking on the ePayroll link. Employees can find more information on using ePayroll at the Frequently Asked Questions link, or by clicking on the Contact Us link.

ISSUE 10

Blue's Clues



NAVIGATING THE BLUE PAGE

Retail Insider Pocket Guide

The Retail Insider Pocket Guide is a quarterly publication designed specifically for Sales and Service and Retail Associates. This printed guide is filled with information to help Associates build product knowledge and sales skills as well as stay abreast of in-store promotions, new stamps, and product launches. The guides are shipped in a package to Postmasters, Station, and Branch Managers for distribution to each Associate each quarter.

http://blue.usps.gov/marketing/retail/_pdf/Q_3_Pocket_Guide.pdf

T.O.T.S Tools Of the Trade

What Toolbar?

Are you so used to your Outlook toolbar being there day after day that when it's gone you're not sure how to get it back? Get your Standard toolbar back this way: Open a message. Click View from the menu bar. Select Toolbars. Click on

Official Licensed Products Versus Official Licensed Retail Products

Official Licensed Products

Information was published in the August 30, 2007, Postal Bulletin (22214) concerning the availability of Official Licensed Products (OLP) for direct purchase by employees or for purchase to be used for postal promotional events. OLP items do not appear in eBuy and must be ordered directly from the licensees listed in the Licensing section of the Postal Bulletin. These items may not be sold in Post Offices.

Official Licensed Retail Product

Only Official Licensed Retail Product (OLRP) items are listed in the Retail Merchandise Center catalog on eBuy. These items are the only items for purchase by offices to be sold to postal customers in retail lobbies.

Postal Bulletin notice: <http://www.usps.com/cpim/ftp/bulletin/2007/html/pb22214>.

OLRP: <http://ebuy> (Look under the Retail Merchandise Center).

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