Blue

You deliver for the country, we deliver for you.

UNITED STATES POSTAL SERVICE®

Search | LiteBlue | Help | USPS.com

Home   My Work   My Life   Inside USPS

Saturday, November 21, 2020

eIWS OnLine Forms Toolkit

Welcome to eIWS OnLine Forms Toolkit

This toolkit is your central source for information about the *new* **eIWS OnLine Forms** (OLF) application, training resources, job aids, and access to the application. eIWS OnLine Forms (eOLF) is the USPS Enterprise Tool for completing and submitting certain Accounting forms. eOLF is an online forms repository and submission application. The eOLF web-based application is used for the completion and submission of certain online forms electronically transmitted to Accounting Services for processing.

See a complete list of **Postal Forms** now required to be submitted through the new **eIWS OnLine Forms** application.

Alerts/Announcements
MyAccounting

eIWS OnLine Forms is the USPS Enterprise Tool for Completing and Submitting certain Accounting forms for Processing.

Login at **https://olf.usps.gov/OLF/**

eIWS OnLine Forms (OLF)
Click to Login

eIWS OnLine Forms
Training
Application Access
Restricted Forms
District Approvers

Job Aids:

- EDMR, *Employee Debt Modification Request -* **Job Aid** *(Sep, 2020)*
- PS Form 1011, *Travel Advance Request and Itinerary Schedule -* **Job Aid** *(Jun, 2018)*
- PS Form 1164-A, *Claim for Reimbursement for Postal Supervisors -* **Job Aid** *(Sep, 2020)*
- PS Form 1221, *Advance Sick Leave Authorization -* **Job Aid** *(Sep, 2020)*
- PS Form 1839, *Payment Record for Carrier Drive Out Agreement -* **Job Aid** *(Sep, 2020)*
- PS Form 1902, *Justification for Billing Accounts Receivable -* **Job Aid** *(Sep, 2020)*
- PS Form 2130, *Claim for Loss/Recovered Claim for Loss -* **Job Aid** *(Mar, 2018)*
- PS Form 2240, *Pay, Leave, or Other Hours Request -* **Job Aid** *(Sep, 2020)*
  - **2240 Quick Reference Guide** *(Sep, 2020)*
- PS Form 2240-R, *Rural Pay or Leave Adjustment Request for PS Form 1314 -* **Job Aid** *(Oct, 2019)*
- PS Form 2240-RA, *Rural Pay or Leave Adjustment Request for PS Form 1314-A -* **Job Aid** *(Sep, 2020)*
  - **2240-R/2240-RA Quick Reference Guide** *(Sep, 2020)*
- PS Form 2551, *Non-Goods and Non-Services - Payment Authorization -* **Job Aid** *(Apr, 2020)*
- PS Form 3533, *Application for Refund of Fees, Products, Withdrawal of Customer Accounts -* **Job Aid** *(Mar, 2018)*
- PS Form 7227, *Local Cleaning Services Payment Authorization Form -* **Job Aid** *(Sep, 2020)* **New!**
- PS Form 7228, *Local Cleaning Services Agreement Modification Form -* **Job Aid** *(Sep, 2020)* **New!**
- PS Form 8127, *Rural Carrier Supplemental Payment -* **Job Aid** *(Sep, 2020)*
- PS Form 8231, *Vendor Payment 1099 Reporting Form -* **Job Aid** *(Mar, 2018)*

FAQs for eIWS OnLine Forms *(Dec, 2016)*

Blue

You deliver for the country, we deliver for you.

UNITED STATES POSTAL SERVICE ®

Search | LiteBlue | Help | USPS.com

| **Home** | **My Work** | **My Life** | **Inside USPS** | Saturday, November 21, 2020 |

MPLOYEE RECEIVABLE Toolkit – Stop Payroll Deduction

EDMR, *Employee Debt Modification Request* **- Job Aid**

Postal Officials must complete and submit the EDMR, online form in eIWS OnLine Forms to notify Accounting Services to stop the automatic payroll deduction.

eIWS OnLine Forms (OLF) Click to Login

Stop Automatic Payroll Deductions

The Automatic Payroll Collection process is stopped when one of the following conditions are met:

- Employee files Grievance or Judicial Hearing.
- Employee is on active Military Duty leave.
- Claim for Loss is approved/processed.
- Employee debts paid in full to Accounting Services.

Postal Officials must complete the EDMR to stop payroll deductions for the following:

- Grievance Filed (this action will stop the auto-collection process)
- Grievance Settlement (attach "signed" settlement documentation)
- Judicial Hearing Filed (this action will stop the auto-collection process)
- Judicial Hearing Resolution (attach settlement documentation)
- Military Active Duty Employee on Active Duty (this action will stop the auto-collection process)
- Claim for Loss - Reason Code 10, *Uncollectible Employee Items* (requires District Finance Manager approval)
- Other - refund requests for automatic payroll deductions that occurred as a result of untimely action by the Postal Official (i.e., EDMR was not completed and submitted for grievance, judicial hearing, active military duty). This EDMR type (Other) cannot be used to circumvent policies supporting the other EDMR types.

Full Repayment:

Repayment of debt can be made within 30 days of notice:

- Submit check or money order, with the invoice, to the appropriate official and address listed on the debt letter.
- To pay by Credit/Debit card, a valid email address is required.

- Send an email with Name, Employee ID#, Invoice # and Total Amount to be paid to the following email address: YVVQJ0@USPS.GOV.
- The secured link to pay online will be provided in a return email notification.

Blue

You deliver for the country, we deliver for you.

EMPLOYEE RECEIVABLE   Toolkit – Modify/Start Payroll Deduction

Modify/Start Automatic Payroll Deductions

EDMR, *Employee Debt Modification Request* - Job Aid

Postal Officials must complete and submit the EDMR, online form in eIWS OnLine Forms to notify Accounting Services to stop the automatic payroll deduction.

**eIWS OnLine Forms (OLF)
Click to Login**

Once the Debt Collection Act notifications are completed, the Postal Service will automatically begin collecting the debt, by deducting 15 percent of an employee's disposable pay. Accounting Services initiates Automatic Payroll Collection Process within 60 days.

- Employees also have the option for voluntary payroll deductions that exceed 15 percent or to start (initiate) immediate payroll deduction of 15%.

The Automatic Payroll Debt Collection is modified or started when one of the following conditions are met:

- Grievance Settlement
- Judicial Hearing Resolution
- Military Returned from Active Duty
- Claim for Loss
- Severe Hardship
- Initiate Voluntary Payroll Deduction

Formal Proceedings Resolution Process

The Postal Official must complete and submit the EDMR, *Employee Debt Modification Request Form,* and attach signed copies of the resolution issued by labor relations and/or Judicial Officer to notify Accounting Services of resolution.

Accounting Services will take appropriate action based on resolution of formal proceedings:

- Cancel debt based on resolution.
- Adjust debt and initiate payroll deduction based on resolution.
- Initiate automatic debt payroll collection process on original debt.

Action	Steps to Follow
Creating and Completing an Online Form for Submission	Access the eIWS OnLine Forms (OLF) application by visiting the Accounting Web Site at: http://blue.usps.gov/accounting/ or typing OLF in your browser. Reference page 8 for additional information. Once logged into the OnLine Forms application, the Home Page below is displayed. All forms approved for access will display on the left navigation of the screen. **EDMR Purpose:** The Employee Debt Modification Request Form (EDMR) is used to notify Accounting Services to stop, start or modify the Automatic Payroll Collection for an employee receivable debt. The following are displayed under the submenu for each individual form: • **New Form** – Create new form. • **Draft** – View forms in draft mode (awaiting submission or returned by a District Approver or ASC Technician). • **Return to Draft** – Form returned by an ASC Technician for correction and resubmission. • **Pending Processing** – Forms are in Pending Processing status until processed by an ASC Technician. • **Pending Reactivate** – These forms have been 'Pended' by an ASC Technician for further research or future processing date. • **Processed** – Forms that have been processed by an ASC Technician. • **Cancelled** – Forms that have been Cancelled by an ASC Technician. • **Template** – Create templates for frequently used forms. • **View All** – Displays all forms of this type created by user.

UNITED STATES POSTAL SERVICE   eIWS OnLi

≡ Advanced Search (Filter Applied)   Reset Filter

EDMR

EDMR

☐ New Form

☐ Draft

⇄ Pending District Approval

☑ Pending Processing

☐ Pending Reactivate

⇄ Processed

⚠ Cancelled

☐ Template

☞ View All

10 ⌄ entries

q N°	Form ID	Title	Created	Updated	Status
53126	EDMR	EDMR-Tue Mar 10 15:47:59 CDT 2020	03/10/2020 15:47:59 CDT	03/10/2020 16:19:46 CDT	Returned to Draft
53086	EDMR	Test on 2/18	02/18/2020 10:36:59 CST	02/18/2020 10:52:32 CST	Processed
53078	EDMR	Test 2 for date	02/25/2020 16:01:04 CST	02/25/2020 16:01:04 CST	Draft
53071	EDMR	Test for Andrea_ 2.18	02/18/2020 12:06:14 CST	02/18/2020 12:16:53 CST	Processed
53070	EDMR	Test on 2/18 on 2nd	02/18/2020 10:53:47 CST	02/18/2020 10:55:43 CST	Pending District Approval
53068	EDMR	test	02/13/2020 09:21:12 CST	02/13/2020 09:21:26 CST	Processed
53066	EDMR	test	02/12/2020 12:01:02 CST	02/13/2020 09:17:41 CST	Pending District Approval
52866	EDMR	CFL district approver	12/16/2019 11:09:51 CST	12/16/2019 11:12:38 CST	Pending District Approval
52846	EDMR	Ein Test	12/12/2019 14:22:39 CST	01/14/2020 13:37:30 CST	Pending Processing
52832	EDMR	SH district approver	12/16/2019 11:12:48 CST	12/16/2019 11:13:16 CST	Pending District Approval

User History Log

Creating a New Form:

1. Click on **EDMR** from the left navigation and Select '**New Form**'.

   The following dialog box displays:

Create New EDMR	✕
1. Please enter a title for the new Form:	
Enter title here	
2. Online Submission Type:	
⦿ Online Form *Check here to complete and submit your online form.*	
* The printed form with required signatures must be retained on file locally.	
3. Monitor Status of Online Form:	
Monitor the processing status of your online form via the History or Audit Log in eOLF or by viewing the system generated email notification in Outlook.	
➕ Additional Options	
	Create Form Cancel

2. Enter a title for the new Form (name the form you are creating/submitting).
   Important! If a title is not entered, the system will apply a default title (Form ID, Date, and Time). ⟶ Case:353126 - EDMR-Tue Mar 10 15:47:59 CDT 2020
   Note: Once you create a form, it cannot be deleted.

3. Select Online Submission Type: **Online Form**
   Complete the **Online Form**, print, obtain required signatures and retain on file locally. **Note:** This online form is authorized for submission utilizing an eSignature Validation based login credentials and submitted without attaching the signed form.

4. Click '**Create Form**' button. If using a template reference (a.) below otherwise, proceed to Step 5.
   a. For procedures on "**Using an Existing Template When Creating a New Form**" reference the job aid **OLF Template Instructions**.
   Template Benefits: recurring information is pre-populated in the form (e.g. office name, finance number, customer name, etc.).
   Job Aid: OLF Template Instructions is located under Support in the eIWS OnLine Forms application.

5. USPS eSignature Validation notification will appear, Click **Close**.

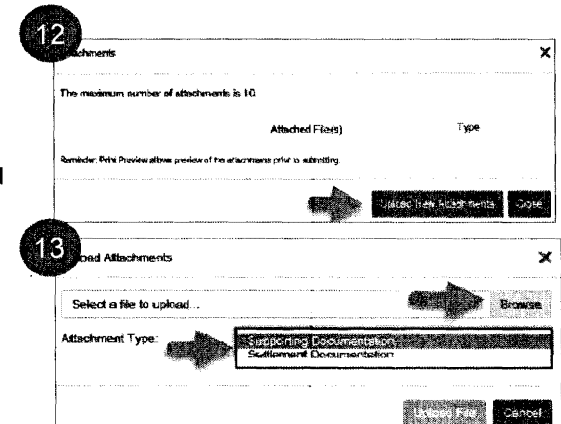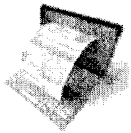 | USPS eSignature Validation | ✕ |
   |---|---|
   | This online form is supported with an eSignature validation. Prior to submission, the completed online form must be printed and all required signatures obtained. The printed form with required signatures must be retained on file locally and does not have to be uploaded in the application. | |
   | | Close |

6. Complete the fields for each section of the EDMR.

   A. Employee Information – Employee ID, Employee Name, Finance Number, Postal Installation Name
   B. Debt Information – Invoice Number, PRD Number, Invoice Date, Original Invoice Amount (copy of invoice is maintained in the employee folder)

   > **Important! Grievance Settlement for Multiple Invoices (Debts)**
   > Only **one** EDMR is required when there are multiple invoices included under one grievance settlement.
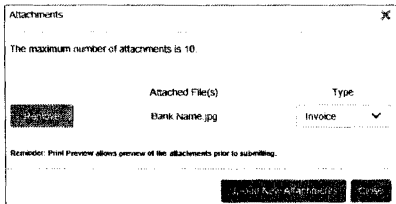   > - Enter the invoice number of the oldest debt.
   > - Settlement documentation must include each invoice number.

   C. EDMR Type
   - Grievance – Filed, Settlement or Withdrawn (settlement requires the signed document to be uploaded)
   - Judicial Hearing – Filed, Resolution, Withdrawn (settlement requires the signed document to be uploaded)
   - Military Active Duty Employee Debts
   - Claim for Loss – Only for Reason Code 10, Uncollectible Employee Items (routes to DFM for approval)
   - Severe Hardship – In accordance with policy outlined in Handbook F-101, Section 15 and ELM 452.334 (routes to DFM for approval)
   - Voluntary Payroll Deduction – In accordance with policy outlined in Handbook F-101, Section 15 (minimum 15%, no exception)
   - Other – Used for special circumstances (e.g., deductions started for a debt in grievance), not used to circumvent policy for other EDMR types.
   D. USPS eSignature Validation – Contact information

7. After form fields are complete, click **Save**.

8. Click **Print Preview** button to review and print the system-generated online form.

9. Obtain required signatures.
   Note: Retain this form with all required signatures on file locally. Do **NOT** attach this form. (eSignature validation supersedes the need to attach the form.)

10. If there are **NO** supporting documents to attach – **Skip to step 17** (Submit).

11. If there **are** supporting documents to attach, Click **Attachments** button to upload the completed and signed form. *Note:* Compatible attachment formats include pdf, jpg, jpeg, tif, tiff, and gif.

12. Click the '**Upload New Attachments**' button.

13. Select **Supporting Documentation** or **Settlement Documentation** (as applicable) to upload.

14. Click the **Browse** button to locate the supporting documentation to be attached.

15. Click the **Upload File** button. The screen below displays.

Attachments		✕
The maximum number of attachments is 10.		
	Attached File(s)	Type
Remove	Bank Name.jpg	Invoice ⌄
Reminder: Print Preview allows preview of the attachments prior to submitting.		
		Add New Attachment(s) Close

16. Click **Close.**

17. Click the **Print Preview** button to review the online form and to ensure attachments are displayed correctly.
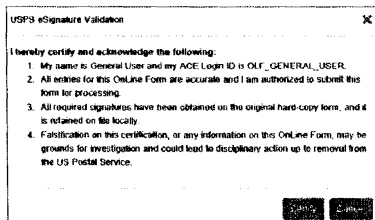
18. Click the **Submit** button at the bottom of the form.

    Important! Be advised, if there is incomplete information within the form submission, the ASC Technician may return your form draft. If your form is "Return to Draft" by an ACS Technician, you must correct and resubmit – do NOT create a new form.
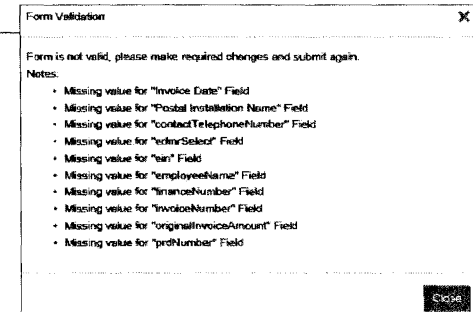
Delete	Print Preview	Save	Attachments	Submit

    Note: Users cannot recall or edit a form after it has been submitted. However, if the ASC Technician identifies an issue with your form, it will be "Returned to Draft" for correction and resubmission.

19. After clicking **Submit**, user will receive the eSignature Validation certification. Click **Certify**.

USPS eSignature Validation	✕
I hereby certify and acknowledge the following:	

    1. My name is General User and my ACE Login ID is OLF_GENERAL_USER.
    2. All entries for this OnLine Form are accurate and I am authorized to submit this form for processing.
    3. All required signatures have been obtained on the original hard-copy form, and it is retained on file locally.
    4. Falsification on this certification, or any information on this OnLine Form, may be grounds for investigation and could lead to disciplinary action up to removal from the US Postal Service.

    Note: If all mandatory fields have not been completed, or the form is missing a required attachment, a 'Form Validation' warning message will display the errors. Click **Close** button. Correct the identified errors and resubmit.

Form Validation	✕

    Form is not valid, please make required changes and submit again.
    Notes:
    - Missing value for "Invoice Date" Field
    - Missing value for "Postal Installation Name" Field
    - Missing value for "contactTelephoneNumber" Field
    - Missing value for "edmrSelect" Field
    - Missing value for "ein" Field
    - Missing value for "employeeName" Field
    - Missing value for "financeNumber" Field
    - Missing value for "invoiceNumber" Field
    - Missing value for "originalInvoiceAmount" Field
    - Missing value for "prdNumber" Field

    | | Close |

    Note: Clicking the Submit Form button will transmit the form to the processing environment and the Status will update to 'Pending Processing'. This form will no longer be editable (only a form in a "Draft" status can be edited). All Draft, Pending District Approval, Pending Processing, Pending Reactivate Processed and Cancelled forms can be viewed in your history log.

Navigating the Online Form	Provided below is a screenshot of an EDMR with mandatory fields highlighted.

Menu ▾   Case:969127 - test   Status: Draft

Page 1 of 1

Employee Debt Modification Request (EDMR)

This online form will be used to suspend auto-collection, restart auto-collection or modify an employee receivable debt.

EMPLOYEE INFORMATION

Employee ID

Employee Name

Finance Number

Postal Installation Name

DEBT INFORMATION

Invoice Number

PRO Number

Invoice Date

Original Amount of Invoice

EDMR Type

USPS eSignature Validation

Contact Telephone Number

Date Authorized

USPS Authorizer's Signature

Action buttons at the bottom of the form:

1. **Delete** – Allows User to Delete a Draft. (Only available while Draft is open).
2. **Print Preview** – User can preview form for printing and view attachments.
3. **Save** – Saves form information to a Draft.
4. **Attachment** – User clicks this button to add any required attachments.
5. **Submit** – User clicks this button when form is fully completed and required attachments have been added.

(1) Delete   (2) Print Preview   (3) Save   (4) Attachments   (5) Submit

|	
Monitoring the Status of an Online Form	There are three ways you can monitor the status of a form submitted in eOLF:

■ The **History Log** will show the status of the form:

≡ Advanced Search (Filter Applied)

Reset Filter

Show 10 ✔ entries

Seq N° ▾	Form ID	Title	Created	Updated	Status
353126	EDMR	EDMR-Tue Mar 10 15:47:59 CDT 2020	03/10/2020 15:47:59 CDT	03/10/2020 16:19:46 CDT	Returned to Draft
353086	EDMR	Test on 2/18	02/18/2020 10:36:59 CST	02/18/2020 10:52:32 CST	Processed
353078	EDMR	Test 2 for date	02/25/2020 16:01:04 CST	02/25/2020 16:01:04 CST	Draft
353071	EDMR	Test for Andrea_ 2.18	02/18/2020 12:06:14 CST	02/18/2020 12:16:53 CST	Processed
353070	EDMR	Test on 2/18 on 2nd	02/18/2020 10:53:47 CST	02/18/2020 10:55:43 CST	Pending District Approval
353068	EDMR	test	02/13/2020 09:21:12 CST	02/13/2020 09:21:26 CST	Processed
353066	EDMR	test	02/12/2020 12:01:02 CST	02/13/2020 09:17:41 CST	Pending District Approval
352866	EDMR	CFL district approver	12/16/2019 11:09:51 CST	12/16/2019 11:12:38 CST	Pending District Approval
352846	EDMR	Ein Test	12/12/2019 14:22:39 CST	01/14/2020 13:37:30 CST	Pending Processing
352832	EDMR	SH district approver	12/16/2019 11:12:48 CST	12/16/2019 11:13:16 CST	Pending District Approval

The 'Status' column displays the current status of the form, the 'Updated' column displays the last date the form was updated.
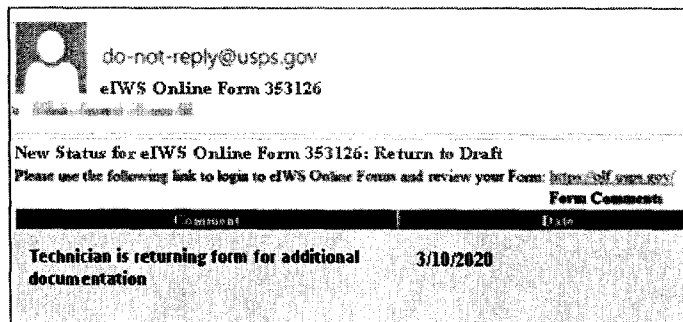
- The **Audit Log** will show any events or comments. You can look here to see any comments an ASC Technician entered when they processed the form. To access the Log, go to **Menu>Show Log**.
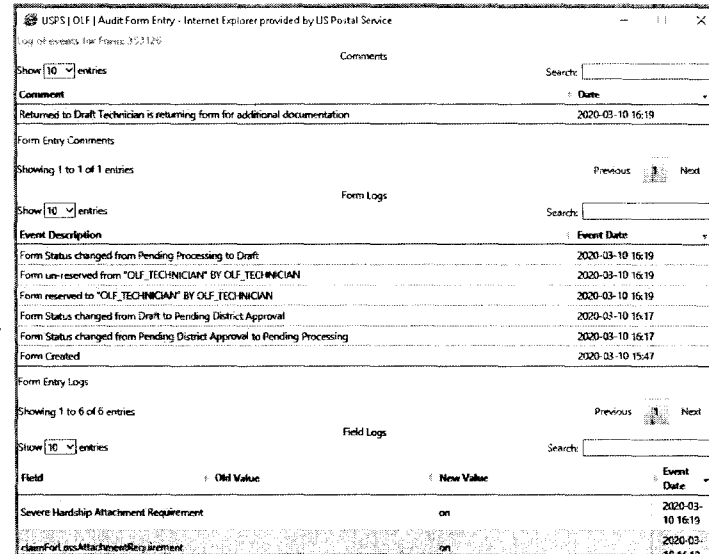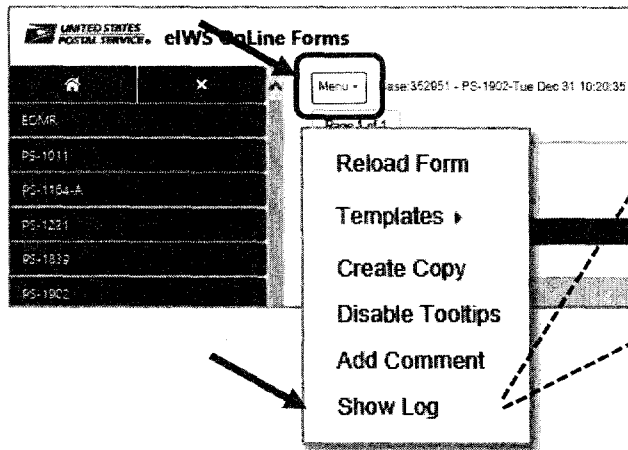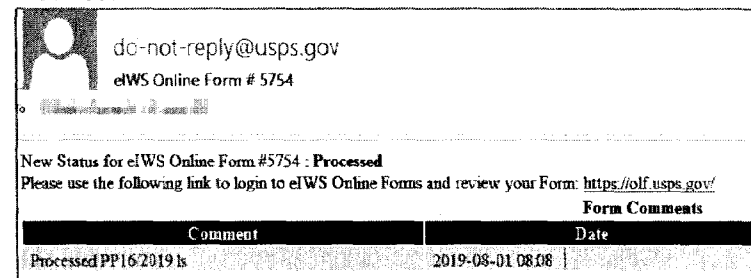

- **System Generated eMail**: Anytime the status of a form is updated (e.g., Processed, Cancelled, or Return to Draft) the submitter will receive an email notification which will include any comments entered by the ASC Technician. Shown below are examples of email notifications:

Examples:

Return to Draft*

do-not-reply@usps.gov

eIWS Online Form 353126

New Status for eIWS Online Form 353126: Return to Draft
Please use the following link to login to eIWS Online Forms and review your Form: https://olf.usps.gov/

Form Comments

Comment	Date
Technician is returning form for additional documentation	3/10/2020

Processed:

do-not-reply@usps.gov

eIWS Online Form # 5754

New Status for eIWS Online Form #5754 : Processed
Please use the following link to login to eIWS Online Forms and review your Form: https://olf.usps.gov/

Form Comments

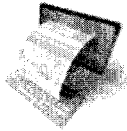| Comment	Date
Processed PP16/2019 ls	2019-08-01 08.08

*When a form is "Returned to Draft" by an ASC Technician, the email notification as shown above indicates the reason it is being returned under the Comment field. In addition, the Show Log above is another source that identifies the reason the form was returned to draft.

Login to eIWS OnLine Forms	Access the eIWS OnLine Forms (OLF) application by visiting the Accounting Web Site at: http://blue.usps.gov/accounting/ or typing OLF in your browser. Accounting Website - **eIWS OnLine Forms Toolkit**: ▪ Select the **eIWS OnLine Forms (OLF)** button under '**Toolkits**'. ▪ Select the **eIWS OnLine Forms (OLF) Click to Login** button to access the application. ▪ Users must log into the application using their **ACE login** and **ACE password**. For login issues see the FAQs.

eIWS OnLine Forms

Welcome to the eIWS OnLine Forms

The eIWS OnLine Forms (OLF) application provides the ability to view, complete, print and submit Postal Forms processed by Accounting Services. Employees should complete and submit forms online. The forms that reside in this application are no longer mailed to the Scanning & Imaging Center.

See a list of Postal Forms that reside in this application.

Important Information   **Application Access**

Users will log into the eIWS OnLine Forms (OLF) application using their ACE ID and Password. To request access, simply click on Need Access? and follow the instructions provided.

Enter Application
Need Access?

Restricted Information

WARNING! FOR OFFICIAL USE ONLY

This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

Help

For technical issues with this application, contact the IT Help Desk at 1-800-USPS-HELP (1-800-877-7435). For general information, visit the eIWS OnLine Forms webpage on the Accounting Web site.

This site is brought to you by your Information Technology organization.

FAQ: I received the Error message below. Answer: The screenshot below is for eIWS, a restricted system, not the eIWS OnLine Forms application.

eIWS

Imaging & Workflow

Error: Please contact your Administrator for Error: User Information not found.

Alert: The URL address for the eIWS OnLine Forms application is: http://blue.usps.gov/OLF/

User ID *
Password *
Note: Password is case sensitive

Log On
Forgot Your Password?

Sensitive Information

Information within this application is considered sensitive and should be properly protected from unauthorized access or disclosure.