

Minneapolis Carrier Vacancy **180245**

Opening Date: **August 22, 2018**
Closing Date: **August 31, 2018**

**REMEMBER, YOU CAN BID BY TELEPHONE
BY CALLING 1-800-222-2415**

**IF YOU DO NOT REMEMBER YOUR PIN NUMBER,
LOCAL SERVICES NO LONGER CAN RESET EMPLOYEE PIN NUMBER
PLEASE SEE INSTRUCTION BELOW TO RESET YOUR PIN**

You have the option **AND ARE ENCOURAGED** to use the Telephone Bidding System at 1-800-222-2415. Before you can bid by telephone, you will need your PIN number, Employee ID number and Social Security number. Your choice(s) must be identified by the **8-digit Job ID number**. DO NOT USE THE ROUTE NUMBER.

If completing the manual city carrier bid form, submit bids to Local Services, 100 S 1st St, Room 417B, Minneapolis, MN 55401-2067. When submitting a manual bid, please make sure that your signature and SSN or Employee ID number are included.

Each carrier is responsible for getting their individual bid in by mail, in person, or through the telephone bidding system by the closing date of the posting. Manual bids must be received, regardless of postmarks, no later than **Friday, August 31, 2018**. If your bid is not received on the closing date, it will NOT be accepted.

Vacant jobs open for bid will be posted **ONCE PER MONTH**, with the Award of successful bidders sent to stations and branches within 10 days of the closing date. Results of the awards will be effective on the first day of the pay period following the bid cycle.

USE OF THE TELEPHONE BIDDING SYSTEM (1-800-222-2415) IS STRONGLY ENCOURAGED.

If you have lost your PIN #, here are your options:

1. From a computer, go to liteblue.usps.gov and click on "Forget Your PIN"? Enter your eight-digit Employee ID, which is printed at the top of your earnings statement. Choose a new PIN immediately with self-service PIN reset – just follow the instructions.
2. Call 1-877-477-3273 and press 1. When prompted, enter your Employee ID. When prompted for your PIN, pause and then press 2. Your USPS PIN will be mailed to your address of record the next business day.
3. You may request your PIN from the Employee Self Service Kiosk - click on Employee Self Service, then PostalEASE and follow the instructions (Locate at Minneapolis Main Post Office only).

WORK SCHEDULES: If the job has more than one start time in the 'Work Schedule' (i.e. WORK SCHEDULE: 0730/0900-30L-Su-ROTV) or displays 'MULTI-DFLT' (i.e. WORK SCHEDULE: 0800-1630-MULTI-DFLT), please refer to 'Job Slot Comments' for complete work schedule. For further schedule clarification, please contact the facility manager or supervisor.

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MPLS CITY CARRIER BID FORM

NAME, SOCIAL SECURITY NUMBER OR EMPLOYEE IDENTIFICATION NUMBER, SENIORITY DATE, AND SIGNATURE ARE REQUIRED ON THIS FORM. INCORRECT OR MISSING INFORMATION WILL MAKE THE BID SHEET INVALID. IT IS TO YOUR ADVANTAGE TO DOUBLE CHECK **JOB POSITION ID**, YOUR SSN OR EID, AND TO MAKE SURE YOU HAVE SIGNED THE BID SLIP. IT IS RECOMMENDED THAT YOU KEEP A COPY OF THE BID SHEET FOR YOUR RECORDS AND DOUBLE CHECK BEFORE SUBMITTING.

THE BID FORM IS TO BE USED ONLY FOR CARRIERS, SUBMIT YOUR COMPLETED BID FORM TO: LOCAL SERVICES, 100 S 1ST ST, ROOM 417B, MINNEAPOLIS MN 55401-2067. **BIDS MUST BE RECEIVED IN LOCAL SERVICES BY THE VACANCY CLOSING DATE.**

**If bids are closer to your home, please indicate by placing and * near those which are closer, to be verified if bid count required **

Print your Name _____

Social Security Number

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Sign your Name _____

Employee ID Number OR

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Present Assignment _____
(Job Title, Section, PL, Scheme if any)

Seniority Date

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Date Bid Submitted _____

Posting Number _____

Complete in full, your following choices with the (8) digit Job Position ID number. Use a NEW BID SHEET FOR ADDITIONAL BIDS AND RE-NUMBER, STARTING WITH #25

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