

[illegible]

A special thank you to Mike Barrett for all his assistance with this project

FUNCTION 4 WORKBOOK

Following information is used for scheduling:

1) OGV reports for 52 week period, example 5/3/2018 to 5/30/2018

Make sure you have the complete filename: `IV0001.GW.FAQ.03/09/2003 - 03/05/2003`
The request for previous week is that week has been finalized in the data system.

The reason for previous week's that week has been finalized in the data system.

4) Ask the steward or clerk for the following information:

Current Complement	
Est. DB Time - (20K, 4.0) (sec/units)	Distribution
Est. DB Time - (20K, 6.0) (sec/units)	Box Section

BASE ANNUAL PRICE / FIRM PLANT / FIRM PLAN	PERCENT	BASE VOLUME TO FIRM PLAN
TRIP 1		
TRIP 2		
TRIP 3		
TRIP 4		
TRIP 5		
TRIP 6		
TRIP 7		
TRIP 8		

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to the bus section directly) working in (DC) G (maining only)

© 1992 by John Wiley & Sons, Inc.

How many employees?	
Indicate the time period covered by the information. (N/A means variable)	

^b the *Accountable digital working in 100 471* initiative and 2

is the Accountable clerk(s) working in LDC 43 (morning only)?
 If YES, answer questions #2 and #4.

Is the study employed?	
Enter the total number of studies and observations. See (Survey table)	

^a The Windows default resolution is 1024 × 768 pixels and

Is the Windows clock(s) working in 1
If not answer questions #5 and #6.

How many employees?	
Circle the three (check) reasons below causing these DHS losses and/or	

Enter the name of the file:

Local Information

- ▶ **Local information** – The steward or clerk who works in the office will fill out this form. They are our best source of information. We will be able to use most of the information on this sheet to compare to the USPS reports that we will or have requested.

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Office Information

- ▶ Date of completion of schedule – Date that the local union gave management their proposal on the revised schedule.
- ▶ All time must be **MUST** be entered in (24 hour clock) hour and units. Example 8.50 will be entered in our workbook – NOT 8:50
- ▶ CSV – Facility Database Information can be found on the CSV report we will want to make sure the information is correct. We will compare CSV to the local information that we received from steward or clerk that was filled out from the local information.
- ▶ # of Deliveries – CSV report located in the LDC 48 Earned Workhours

Note: CSV is acronym for Customer Service Variance
LDC is acronym for Labor Distribution Code

Office Information

- ▶ CSV Clerk/Mail handler Complement – We will be using the data in section label Current Actual , Target and Daily Hrs for each LDC. Example of complete CSV report
- ▶ Mail Arrival from P&DC base upon IOP/SOP Plan – Information request will be needed.

Note: IOP / SOP are acronyms used for Internal Operation Plan/Standard Operation Plan

Office Information

- ▶ **Employee(s) Information** – we will need to know if any of the clerks are schedule to work in LDC 43 in the morning to the cut off time for distribution.
- ▶ **Example:** Clerk –1 starts at **4.25am** (that's 4 hour and 25 units) and the cut off time for LDC 43 is **9.00am**. Clerk–1 wants to work the window and the window opens at **8.50am** (8 hours and 50 units) the clerk moves into operation 355 at **8.25** (8 hours and 25 units) to setup the window. There is a total of 4 hours spent in LDC 43. That is subtracting their moved time (8.25) from their begin tour (4.25). Because the cut off time for LDC 43 is **9.00 am**, the matrix workbook will add .75 units back into LDC 43 to complete the task.

CSAW Information

- ▶ Customer Service Adjusted Workload (CSAW) Each previous week information Earned and TACS will be inputted into the CSAW Info section of the workbook.
- ▶ Each week is separate report for the CSAW and we will need the previous week information. The reason for previous week is that it has been finalized in the data system. Example of CSAW report

CUSTOMER SERVICE ADULTS/TEEN WORKLOAD (GRANT) - current previous week information													WK 1	
A														
LOC	8/20/2011	8/21/2011	8/22/2011	8/23/2011	8/24/2011	8/25/2011	8/26/2011	8/27/2011	8/28/2011	8/29/2011	8/30/2011	8/31/2011		
41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	TOTAL	
42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	EARNED HRS	
43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	
44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ACTUAL HRS	
45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

CUSTOMER SERVICE ADULTS/TEEN WORKLOAD (GRANT) - current previous week information													WK 2	
B														
LOC	9/3/2011	9/4/2011	9/5/2011	9/6/2011	9/7/2011	9/8/2011	9/9/2011	9/10/2011	9/11/2011	9/12/2011	9/13/2011	9/14/2011		
41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	TOTAL	
42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	EARNED HRS	
43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	
44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ACTUAL HRS	
45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

CUSTOMER SERVICE ADULTS/TEEN WORKLOAD (GRANT) - current previous week information													WK 3	
A														
LOC	9/17/2011	9/18/2011	9/19/2011	9/20/2011	9/21/2011	9/22/2011	9/23/2011	9/24/2011	9/25/2011	9/26/2011	9/27/2011	9/28/2011		
41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	TOTAL	
42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	EARNED HRS	
43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	
44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ACTUAL HRS	
45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

CUSTOMER SERVICE ADULTS/TEEN WORKLOAD (GRANT) - current previous week information													WK 4	
B														
LOC	9/24/2011	9/25/2011	9/26/2011	9/27/2011	9/28/2011	9/29/2011	9/30/2011	10/1/2011	10/2/2011	10/3/2011	10/4/2011	10/5/2011		
41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	TOTAL	
42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	EARNED HRS	
43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	
44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ACTUAL HRS	
45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Current Schedule														
A														
LOC	10/10/2011	10/11/2011	10/12/2011	10/13/2011	10/14/2011	10/15/2011	10/16/2011	10/17/2011	10/18/2011	10/19/2011	10/20/2011	10/21/2011		
41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	TOTAL	
42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	EARNED HRS	
43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	
44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ACTUAL HRS	
45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Earned Hour Schedule

This screenshot shows a detailed spreadsheet titled 'Earned Hour Schedule'. It features a grid with columns for dates and rows for different tasks or activities. The data is organized into a structured format, likely for project management or resource allocation. The spreadsheet includes various formulas and data points, with a summary section at the bottom.

Actual Hour Schedule

This screenshot shows a detailed spreadsheet titled 'Actual Hour Schedule'. It features a grid with columns for dates and rows for different tasks or activities. The data is organized into a structured format, likely for project management or resource allocation. The spreadsheet includes various formulas and data points, with a summary section at the bottom.

Schedules

- The following schedule examples are for the same office. Actual data used was from the CSV and CSAW reports.

- EXAMPLE SCHEDULE

Example of CSAW request

[illegible]

[illegible][illegible]

Function 1 Workbook

- › [Information Request for Function 1 workbook](#)
- › [Instruction guide to Function 1 workbook](#)
- › The mechanics of the Function 1 workbook

FUNCTION 1 WORKBOOK

THANK YOU
